



## Constitution of Internal Complaints Committees under Sexual Harassment of women at work place under (Prevention, Prohibition and Redressal Act, 2013).

### HIGHLIGHTS:

- The Bill defines sexual harassment at the work place and creates a mechanism for redressal of complaints. It also provides safeguards against false or malicious charges. Every employer is required to constitute an Internal Complaints Committee at each office or branch with 10 or more employees.
- The Complaints Committees have the powers of civil courts for gathering evidence.
- The Complaints Committees are required to provide for conciliation before initiating an inquiry, if requested by the complainant.
- Penalties have been prescribed for employers. Non-compliance with the Provisions of the Act shall be punishable with a fine of up to Rs 50,000.

Brief Member details of ICC comprised at Different Campuses of FDDI are as under:

S.No	Campus	Internal Complaint Committee (ICC)
1	HO/ Noida	<b>Presiding Officer</b> – Dr. Jyoti Bhasin Chaudhary (Emp. Code- 00152), Sr. Faculty Gr. I (Retail). <b>Member (Convener)</b> — Ms. Vandana Sharma (Emp Code- 01166), Dy. Manager (HO-HR) <b>Member</b> – Ms. Sweta Kumari (Emp Code- 01159), Sr. Faculty Grade I, LGAD <b>Member</b> – Mr. Dharmendra Jaiswal (Emp Code- 00093), Manager (ITSC) <b>External Member-</b> Dr. Aditi Kaushal Bhardwaj, Vice President, Paralegal Posh
2	Banur	<b>Presiding Officer</b> – Ms. Alka Morolia (Emp. Code- 00335), Assistant Manager (A&F). <b>Member (Convener)</b> –Ms. Payal Srivastava (Emp. Code- 00806 Assistant Manager (Library). <b>Member</b> – Mr. Mahesh Kant Prakash (Emp. Code - 01084), Assistant Manager (Admin).

		<b>External Member-</b> Ms. Mamta Sharma, Advisory Board Member of “Care for Autism Foundation”.
3	Chennai	<b>Presiding Officer-</b> Dr. Neeti Kishore (Emp Code- 01055), Sr. Faculty Grade II (FD) <b>Member (Convener)-</b> Ms. Dhivya S (Emp Code-01169), Jr. Faculty (FD) <b>Member-</b> Mr. K. Dinesh Kumar (Emp Code- 01037), Sr. faculty Gr I (FDP) <b>External Member-</b> Dr. Chandravadana, Professor, Chennai Institute of Technology.
4	Chhindwara	<b>Presiding Officer</b> – Ms. Shraddha Jhaloya (Emp Code-01044) Faculty, (FD) <b>Member</b> – Ms. Beena Yadav (Emp Code- 00816), Assistant Manager (Library) <b>Member-</b> Mr. Jagrat Sadarang (Emp Code- 00922), Assistant Manager (Admissions) <b>External Member-</b> Mrs. Swati Chauhan, Principal, Podar International School, Chhindwara
5	Fursatganj	<b>Presiding Officer</b> – Ms. Shikha Srivastava (Emp Code- 00424), Assistant Manager (Placement) <b>Member (Convener)-</b> Ms. Neelam Patel, (Emp Code-00935), Faculty (FD) <b>Member-</b> Mr. Nalin Pandey (Emp Code- 00470), Assistant Manager (SA&E) <b>External Member-</b> Dr. Kajol Dilipbhai, MBBS- Medical Practitioner
6	Guna	ICC of the FDDI, Chhindwara will address the POSH matters of Guna Campus
7	Hyderabad	<b>Presiding Officer</b> – Ms. Anamika Chowdhury (Emp. Code-00256), Dy Manager (A&F) <b>Member (Convener)-</b> Mr. Chilakamarry Venu Gopal (Emp Code- 01158), Sr. Faculty Grade I (FDP) <b>Member-</b> Ms. Shachi Yadav (Emp Code- 01146), Associate Project Scientist (COE) <b>External Member-</b> Ms. Janaki Mandala, Member –NGO, Intellectual Property rights awareness society(IPRAS).
8	Jodhpur, Ankleshwar	<b>Presiding Officer</b> – Dr. Asma Khan (Emp Code- 01157), Sr. Faculty Gr II, FD <b>Member (Convener)-</b> Mr. Mohit Mathur (Emp Code- 01103) Assistant Manager (SAE) <b>Member-</b> Ms. Manju Satankar (Emp Code- 01134), Assistant Manager (ITSC)

		<b>External Member-</b> Ms. Kiran Tripathi, Secretary- Social Worker/ Legal Advisor, Shri Jagat Kalyan Shikshan Sansthan
9	<b>Kolkata</b>	<b>Presiding Officer</b> – Ms. Basumitra Ghosh Mukherjee (Emp Code- 01086), Sr. Faculty Grade I (LGAD) <b>Member-</b> Mr. Prashanta Kumar Nanda (Emp Code- 00277), Sr. Faculty Gr. II (Footwear) <b>Member (Convener)-</b> Ms. Ishita Saha (Emp Code- 01080), Assistant Manager (Admin) <b>Member (Convener)-</b> Ms. Anita Ray (Emp Code- 00753), Sr. Faculty Gr. II (FD) <b>External Member-</b> Ms. Shakuntala Chanda, Managing Trustee, Footsteps Foundation
10	<b>Patna</b>	<b>Presiding Officer</b> – Ms. Rupa Shree (Emp Code 00921), Assistant Manager (Placement) <b>Member</b> - Ms. Riya Kumari Sah (Emp Code 01151), Jr. Faculty (FDP) <b>Member-</b> Ms. Apurna Sagar (Emp Code 01041) Jr. Faculty (FD) <b>Member</b> –Sanjeev Kumar Mishra (Emp Code 00156) Sr. Faculty Gr. II (FDP) <b>External Member-</b> Dr. Sriparna Saha, Associate Professor, IIT Patna
11	<b>Rohtak</b>	<b>Presiding Officer</b> – Dr. Anshul Sharma (Emp Code- 01183) Sr. Faculty Gr.II (FD) <b>Member (Convener)-</b> Ms. Sweta Shalini (Emp Code- 01147), Associate Footwear Designer (COE) <b>Member-</b> Mohammad Adil (Emp Code-01077), Assistant Manager – Administration <b>External Member-</b> Ms. Mamta Rani, NGO Member (Nav Yuva Foundation)

**Guidelines under Sexual Harassment of women at work place under (Prevention, Prohibition and Redressal Act, 2013).**

**Code of conduct for work place**

Sexual harassment is a serious criminal offence, which can destroy human dignity and freedom. In an effort to promote the wellbeing of all human employees at the work place, the following code of conduct has been prescribed:-

1. It shall be the duty of the employer to prevent or deter the commission of any act of sexual harassment at the work place.
2. Sexual harassment will include such unwelcome sexually determined behavior by any

person either individually or in association with other persons or by any person in authority whether directly or by implication such as:

- i. Eve- teasing
- ii. Unsavory remark
- iii. Jocks causing or likely to cause awkwardness or embarrassment
- iv. Innuendos and taunts
- v. Gender based insults or sexiest remark
- vi. Unwelcome sexual overtone in any manner such as over telephone (obnoxious telephone calls) and the like
- vii. Touching or brushing against any part of the body and the like
- viii. Displaying pornographic or other offensive or derogatory pictures, cartoons, pamphlets or sayings.
- ix. Forcible physical touch or molestation.
- x. Physical confinement against one's will and any other act likely to violate one's privacy.

and includes any act or conduct by a person in authority and belonging to one sex which denies or would deny equal opportunity in pursuit of Career Development or otherwise making the environment at the work place. Hostile or intimidating to a person belonging to the other sex, only on the ground of sex.

**The mechanism for redressal of complaints and further Procedure to be followed for conducting enquiry by the Complaints Committee is as follows:**

(1) Any aggrieved woman may make, in writing, a complaint of sexual harassment at Work place to the Internal Committee if so constituted, or the Local Committee, in case it is not so constituted.

(Provided that where such complaint cannot be made in writing, the Presiding Officer or any Member of the Internal Committee or the Chairperson or any Member of the Local Committee, as the case may be, shall render all reasonable assistance to the woman for making the complaint in writing.)

(2) Where the aggrieved woman is unable to make a complaint on account of her physical or mental incapacity or death or otherwise, her legal heir or such other person as may be prescribed may make a complaint under this section.

(3) If the complainant feels that she cannot disclose her identity for any particular reason the complainant shall address the complaint to the head of the organization and hand over the same in person or in a sealed cover. Upon receipt of such complaint the head of the organization shall retain the original complaint with himself and send to the complaints committee as gist of the complaint containing all material and relevant details other than the name of the complaint and other details which might disclose the identity of the complaint.

(4) The Internal Committee or, as the case may be, may before Initiating inquiry under section 11 and at the request of the aggrieved woman take steps to settle the matter between her and the respondent through conciliation.

(5) Where a settlement has been arrived at under sub-section (1), the Internal Committee, as the case may be, shall record the settlement so arrived and forward the same to the employer and a copy to the Local committee regarding action taken as specified in the recommendation.

(6) The Internal Committee or the Local Committee, as the case may be, shall provide the copies of the settlement as recorded under sub-section (2) to the aggrieved woman and the respondent.

**\* Punishment for false or malicious complaint and False Evidence**

Where the Internal Committee of the Campus arrives at a conclusion that the allegation against the respondent is malicious or the aggrieved woman or any other person making the complaint has made the complaint knowing it to be false or the aggrieved woman or any other person making the complaint has produced any forged or misleading document, it may recommend to the Competent Authority, to take action against the woman or the person who has made the complaint under sub-section (2) of section 9, in accordance with the provisions of the service rules applicable to her or him or where no such service rules exist, **in such manner as may be prescribed.**

**Disciplinary Action:**

Where the conduct of an employee amounts to misconduct in employment as defined in the relevant service rules the employer should initiate appropriate disciplinary action in accordance with the relevant rules.

**Third Party Harassment**

Where sexual harassment occurs as a result of an act or omission by any third party or outsider the employer and the persons incharge shall take all steps necessary and reasonable to assist the affected person in terms of support and preventive action.

**Submission of Report's by Internal Complaint Committee:**

- (1) The Internal Committee shall in each calendar year prepare, in prescribed form and prescribed time as may be prescribed, an annual report and submit the same to the employer and the District Officer.
- (2) The Institute shall include in its report the number of cases filed, if any, and their disposal under this Act in the annual report of the Institute or where no such report is required to be prepared, intimate such number of cases