



SHRI RAM INSTITUTE OF TECHNOLOGY

Approved by - AICTE, New Delhi & Govt. of M.P.
Affiliated to - R.G.P.V. Bhopal, Madhya Pradesh
Certified by - ISO 9001 : 2018

Ref. SRIT/JBP/Adm./2023/July/160-G

Dt. 12/07/2023

ORDER

INTERNAL COMPLAINT COMMITTEE

It is with a view to developing a work culture definable in terms of cordiality and happiness among the various sections of the employee in the college, Internal Committee (gender sensitization, prevention and prohibition of sexual harassment of women employees and students of women employees and students and redressal of grievances in technical institutions) has been constituted for the academic year 2023-24 for the scrutiny of the grievances of the employees and work out a solution for them. The Committee comprises the following members;

| S.No. | Name of the Member | Designation | Position |
|-------|-------------------------|--------------------------------|-------------------|
| 1 | Dr. Ruchi Kshatri Patel | Associate Prof. CSE | Presiding officer |
| 2 | Ms. Nazia Khan | Assistant Professor | Member |
| 3 | Dr. Vivek Nema | Associate Professor-ME | Member |
| 4 | Ms. Smita Saxena | Librarian | Member |
| 5 | Ms. Shruitka Ganguli | Office Assistant | Member |
| 6 | Ms. Harshita Singh | Student (2 nd year) | Member |
| 7 | Mr. Siddarth Mishra | Student (2 nd year) | Member |
| 8 | Mr. Narendra Patel | Student (final year) | Member |

The member shall hold the office for a period of Three years. The Presiding Officer shall send notice of the meeting to the members as and when meeting is convened. Working Rules for Internal Complaints Committee is attached herewith.

The Aggrieved women may make, in writing, a complaint of sexual harassment at work place to the Internal Complaints Committee (ICC), within a period of three months from the date of incident. Six (6) copies of a written complaint should be submitted to the committee or any of its members along with list of witnesses and supporting documents. The Internal Complaints Committee conduct inquiry as per the working rules and submit its report along with recommendations to the undersigned for implementation.

Copy to: -1. Hon'able Chairman
2. Group Director
3. All the committee members
4 Office Copy

(Dr. Shailesh Gupta)

Principal SRIT, Jabalpur

Shri Ram Institute of Technology
Jabalpur

(Dr. Shailesh Gupta)

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