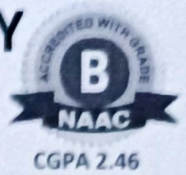




RTC INSTITUTE OF TECHNOLOGY

Anandi, Ormanjhi, Ranchi – 835219, Jharkhand

Approved by AICTE, New Delhi & Govt. of Jharkhand and Affiliated to Jharkhand University of Technology, Ranchi
(ISO 9001:2015 CERTIFIED)



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Ref.: RTCIT/P/417/2024

Date: 13/08/2024

OFFICE ORDER

Sub.: Reconstitution of Internal Complaint Committee

Internal Complaint Committee (ICC) was formed vide notification no. F.AICTE/WH/2016/01 dated 10th June, 2016 for Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and Students; and redressal of grievances in our Institute. The same is hereby revised with following composition:

Sl. No.	Name	Designation	Position
1	Dr. Manisha Kumari	Assistant Principal	Chairperson
2	Mrs. Pushplata Khalkho	Asst. Prof. , EEE	Member
3	Mrs. Kiran Kumari	Asst. Prof. , SCH	Member
4	Mrs. Neelam Kumari	Lecturer , CSE	Member
5	Mr. Anil Kumar Saw	Accountant	Member
6	Mr. A. K. Sinha	General Office	Member
7	Ms. Muskan Kumari	B.Tech CSE, 3 rd Sem	Student Member
8	Ms. Neha Tirkey	B.Tech,CE, 5 th Sem	Student Member
9	Ms. Neha Kumari	Diploma, EEE, 3 rd Sem	Student Member
10	Ms. Rajshree Pal	Diploma,ME, 3 rd Sem	Student Member

The Committee shall be responsible and perform all necessary duties as specified in the notification no. F.AICTE/WH/2016/01, dated 10th June, 2016.

The aggrieved person is required to submit a written complaint along with supporting documents, and names and addresses of the witnesses, if any, to ICC.

The term of office of members will be for a period of three years, while the term of student member will be for one year effectively from the date of issue of office.



(Dr. N. Hari Babu)
Principal

Distribution:

1. DiGi-MEDiA-RTCIT/e-notice
2. HoDs/I/cs/Director Emeritus/MD
3. Concerned Members

Principal
RTCIT, Anandi
Ormanjhi, Ranchi

City Office: 2 & 3 Ganga Ashram Complex, Kutchery Road, Ranchi – 834001

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Internal Complaints Committee Policy

Preamble

The Parliament of India passed the "Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act," in the year 2013. The ACT provides protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for the matters connected there with or incident

The guidelines explicitly state the following:

"It shall be the duty of the employer or other responsible persons in workplaces or other institutions to prevent or deter the commission of acts of sexual harassment and to provide the procedures for the resolutions, settlement, or prosecution of acts, of sexual harassment by taking all steps require."

RTC Institute of Technology is committed to creating and maintaining an environment which is free of all forms of gender violence, sexual harassment, and discrimination on the basis of sex/gender. Following this, the Institute is committed to uphold the Constitutional mandate ensuring the above mentioned human rights of all those who fall within its jurisdiction. As directed by the Act **Institute** has constituted a committee called "Internal Complaint Committee to Prevent Sexual Harassment of Women at the Workplace."

The following policy has been made keeping in mind the above facts.





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Vision

To support the institution's journey toward becoming a center of excellence by ensuring a safe and respectful environment that upholds equality and value-driven academic culture free from harassment or discrimination.

Mission

To develop and maintain a culture of respect and equality for all. To create and ensure a safe physical and social environment for students and employees by educating them about their rights.

Objectives

- To develop a mechanism for the prevention, prohibition and redressal of sexual harassment of women.
- All relevance grievances shall be addressed by ICC.
- To uphold the institution's commitment to fostering a safe and inclusive environment free from gender-based discrimination.
- To ensure a secure physical and social setting that prevents any incidents of sexual harassment.
- To promote awareness and understanding of sexual harassment issues within the campus community.
- To promote a social, physical and psychological environment that will raise awareness about and dissuade acts of sexual harassment of women.
- To deal with cases of sexual harassment in a time bound manner, with an aim to ensure support services to the victimized and termination of the harassment.
- To sustain women's Right to Protection against Sexual Harassment and for the prevention and redressal of sexual harassment of women.
- To recommend appropriate punitive action against the guilty person.





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CONSTITUTION

The Committee shall consist of following members:

- A Presiding Officer who shall be a woman faculty member employed at a senior level (not below a Professor) nominated by the Principal;
- Provided that in case a senior level woman employee is not available, the Presiding Officer shall be nominated from other offices or administrative units of the workplace referred to in sub-section. Provided further that in case the other offices or administrative units of the workplace do not have a senior level woman employee, the Presiding Officer shall be nominated from any other workplace of the same employer or other department or organization;"
- Two faculty members and two non-teaching employees, preferably committed to the cause of women or who have had experience in social work or have legal knowledge, nominated by the Executive Authority;
- Three students, if the matter involves students, who shall be enrolled at the undergraduate levels respectively, elected through transparent democratic procedure;
- One member from amongst non-government organizations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment, nominated by the Executive Authority.
- At least one-half of the total members of the ICC shall be women.
- Persons in senior administrative positions, Heads of Departments, etc., shall not be members of ICCs in order to ensure autonomy of their functioning.
- If there is any vacancy arrows Principal will nominate the person on the vacant place.





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Role of members

The members of the Internal Complaints Committee (ICC) play a crucial role in ensuring the safety and dignity of all employees, particularly women. Their responsibilities include:

- **Receiving complaints:** They are responsible for accepting complaints of sexual harassment and ensuring that all allegations are documented and treated seriously.
- **Conducting inquiries:** ICC members must conduct impartial inquiries into the complaints, gathering evidence and testimonies to support their findings.
- **Making recommendations:** After the inquiry, they are tasked with making recommendations to the employer regarding the appropriate action to be taken in response to the complaints.
- **Ensuring confidentiality:** All proceedings and outcomes of the ICC must be kept confidential, respecting the privacy of the complainants and the accused.
- **Promoting awareness:** ICC members are also responsible for spreading awareness about sexual harassment and encouraging employees to report such incidents without fear of retaliation.

Tenure of members: The term of the members of the ICC is for a period of three years.

Frequency of Meetings: At least once in each semester or upon receipt of any complaint.





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Complaint Redressal Process

Filing a Complaint

- An aggrieved woman must submit a written complaint to the ICC within **3 months** of the incident.
- The ICC can extend the timeline by another 3 months if there are valid reasons for the delay.

Conciliation

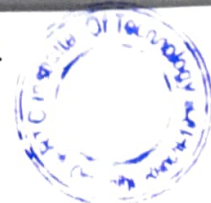
- Before initiating an inquiry, the ICC may, at the request of the complainant, take steps to settle the matter through conciliation (no monetary settlement is permitted).

Formal Inquiry

- If conciliation is not possible, the ICC initiates a formal inquiry.
- The inquiry must be completed within **90 days**.
- The ICC has the powers of a Civil Court regarding summoning witnesses and discovery of documents.

REDRESSAL

- The Committee will submit a report along with recommended disciplinary actions to the Principal.
- The Principal upon receipt of the enquiry report shall implement the disciplinary action on the basis of the recommendations of the Committee
- The disciplinary action will be commensurate with the nature of the violation.
- In case the complaint is not proved, the Committee shall recommend that no action is required to be taken in the matter. Mere inability to substantiate a complaint or provide adequate proof need not attract action against the complainant.
- In such cases that are likely to be rare, where the Committee arrives at the conclusion that the allegation by the complainant is malicious or false with the full knowledge of the complainant or where the complainant has produced any forged or misleading document, the Committee may recommend punitive action





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against such COMPLAINANT.

- If the Committee arrives at a conclusion that during the inquiry any witness has given false evidence or produced any forged or misleading document, it may recommend punitive action against the said witness,
- Non-adversarial modes of redressal and resolution could also be considered in appropriate cases. Examples of this may be verbal warning, verbal apology, promise of good behaviour etc.
- The victim of sexual harassment/COMPLAINANT will have the option to seek adjustments such as change of the room/location of the office room etc.
- The Committee, in exceptional cases, can recommend the institute to allow the complainant to proceed on leave for a period of up to three months (the leave will not be deducted from her leave account).
- Grant such other relief to the complainant as may be prescribed.

DISCIPLINARY ACTIONS

Enhancement of disciplinary action, by the Committee, could depend on factors such as the nature and extent of injury caused to the complainant, the impact of the violation on the institutions as a whole, the position of the harasser in the power hierarchy, repetition of offence etc.

Where the Committee finds an employee of the Institute involved in sexual harassment of the complainant, it can recommend disciplinary action in the form of:

- Warning
- Written apology
- Bond of good behaviour
- Adversere marks in the performance assessment
- Debarring from teaching duties or duties as a guide or examiner or as a resource person
- Denial of membership of statutory bodies





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- Stopping of increments/promotion
- Reverting, demotion
- Suspension
- Dismissal
- Denial of re-employment or renewal of contract

Any other relevant mechanism

Where the Committee finds that a student (Section IV 2c,d) of the institute is involved in sexual harassment of the complainant, it can recommend disciplinary action in the form of:

- Warning
- Written apology
- Bond of good behaviour
- Debarring entry into the hostel/mess/guesthouse/campus
- Suspension for a specific period of time
- Withholding results
- Debarring from exams
- Stopping of fellowship and contingency
- Expulsion
- Denial of admission
- Community service
- Any other relevant mechanism





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In such cases where the Committee finds a third party/outsider to be guilty of sexual harassment, the institute's authorities shall initiate action by making a complaint with the appropriate authority and at the Institute level it can recommend disciplinary action in the form of:

- Warning
- Written apology
- Debarring entry into the campus

[NOTE: The reasons for the action have to be provided in writing. Action will be taken against person(s) who try to pressurize the complainant in any way and any pressure/threat to the committee.]

In the above-mentioned reports, confidentiality of the complainants will be maintained.

(Dr. Manisha Kumari)
Presiding Officer
ICC

(Dr. N. Hari Babu)
Principal
RTCIT



Principal
RTCIT, Anandi
Ormanjhi, Ranchi-19