



Grievance Redressal Committee

The Grievance Redressal Committee is already operational as per the UGC / GGSIP University Guidelines with the following members:

No.	Name	Designation	Mobile/Phone No.
1.	Prof. (Dr.) Anil Parkash Sharma	Psychologist	011-22372639
2.	Dr. Vineeta Sharma	Principal (Morning Shift)	9818988991
3.	Dr. Seema Nath	Principal (2nd Shift)	9818668330
4.	Dr. Arun Gupta	Principal, School of Law	9818181111
5.	Dr. Mahesh Sharma	Vice – Principal, (Morning Shift)	9811862166
6.	Ms. Shailja Khosla	Sr. Assistant Professor (2 nd Shift)	9990053848
7.	Mr. Jasdeep Singh	DSW, School of Law	9555694998
8.	Mr. Shashvat Jain	Student Member	8447576848


Prof. (Dr.) Anil Parkash Sharma

Director, IIMT

XI. III. XII

Ref No.: ICC/Mar/2022/01Date: 23.03.2022**Internal Complaints Committee**

This is to inform that Internal Complaints Committee (ICC) of the Institution is being reconstituted that will be active for next 3 years w.e.f. 23.03.2022 & then the same will be reconstituted after 22.03.2025. The Institution is under strict surveillance against any kind of sexual harassment. In case of sexual harassment, you can lodge complaint to ICC on email id icciimt@gmail.com or meet the members in person during Institution hours. Following members may be noted for the same:

NAME	DETAILS	ROOM NO.
Prof. (Dr.) Hemlata Sharma	Presiding Officer	206
Dr. Parminder Kaur	Member	501
Ms. Jasmandeep Kaur	Member	301
Dr. Satpal Arora	Member	406
Mr. Mayank Gupta	Member	501
Prof. (Dr.) Ritu Gupta	External Member National Law University, Delhi (Author of a book "Sexual Harassment at workplace" Published by Lexis Nexis)	NA


Prof. (Dr.) Anil Parkash Sharma

IDEAL INSTITUTE OF MANAGEMENT AND TECHNOLOGY

16 X, KARKARDOOMA INSTITUTIONAL AREA, DELHI-110092

Ph. No. 011- 22372639, 22375961

Grievance Redressal Procedures

1. Introduction:

As per the GGSIPU directive vide letter No. GGSIPU/2019-20/Legal/1916 dated 23/05/2019, a Grievance Redressal Committee is being constituted with immediate effect (Notice attached). The institute would adhere to the GGSIPU directions under Clause 3 (ii) (d) of Statute 24 of University and adopt the UGC (Grievance Redressal) Regulations, 2012.

2. Composition of the Committee:

The Committee members would consist of the following members:

- (a) Ombudsman
- (b) Senior Faculty representation from every department
- (c) Psychologist / Psychiatrist / Professional Student Counsellor
- (d) Student Representative

2.1 Ombudsman - The Ombudsman shall be a person who has been a judge not below the rank of District Judge or a retired Professor, who has at least 10 years experience as Professor. He shall be a part time Officer appointed for a period of three years or until he attains the age of 70 years whichever is earlier from the date he resumes the office. He may reappoint for another one term in the same University. He shall be paid a fee of Rs.3,000/- per day for hearing the case, in addition to the reimbursement of the conveyance.

2.2 Senior Faculty Members - The institute must have representation of Senior Faculty Members from each and every department.

2.3 Psychiatrist/ Psychologist/ Professional Student Counsellor - The institute must engage the services of Medical Practitioner specifically a

Psychiatrist/ Psychologist/ Professional Student Counsellor for regular consultation with the students.

2.4 **Student Representative** – Every department must recommend one name of the regular Student who will be engaged in the meeting of Grievance Redressal Committee.

3. **Nature of Complaint**

The student can lodge complaint for the following matters:

- (a) Withhold or refuse to return any documents in the form of certificates of the degree or other documents deposited with the institutes for the purpose of seeking admission, with a view to induce or compel such person to pay any fee in respect of any course of programme of study with such person does not intend to pursue.
- (b) Demand of money in excess of that specified in the declared admission policy or approved by the Competent Authority to be charged by such institutions.
- (c) Breach of the policy of the admission as may be applicable.
- (d) Complaints of alleged discrimination of students from the SC, ST, OBC, Other Backward Classes, Women, Minority or Disabled Categories.
- (e) Non-payment or delay in payment of scholarship to any student that such institutions is committed under the conditions imposed by UGC or by any other Authority.
- (f) Delay in conduct of examinations or declaration of results beyond that specified in the Academic Calendar.
- (g) On provision of student amenities as may have been promised or required to be provided by the institutions.

- (h) Denial of quality education as promised at the time of admission or required to be provided.
- (i) Non-transparent or unfair evaluation practices.
- (j) Harassment and victimization of students including sexual harassment.
- (k) Any other item which have not been listed above, which may affect the interest of the institutions as well as the student.

4. Mechanisms for registering grievance

The institute shall adopt two Mechanisms for complaint lodged by the Student. The complaint can be lodged online as well as offline.

4.1 Online Mechanisms

The online complaint can be lodged by the student on the institute portal.

4.2 Offline Mechanisms

The offline complaint can be lodged by the student in the respective department to Class Counselor and Coordinator/Departmental Incharge/ Head of Department/ Grievance Redressal Committee / Director.

5. Procedure for Grievance Redressal

5.1 Time frame Direction

The Grievance should be attended within 06 days of receipt of the complaint and it should be further communicated to the Committee and Head of the Institute within 10 days of the receipt. If in case the student is not satisfied with the decision of the Committee, the student can appeal to the Ombudsman within six days.

5.2 Online Grievance Redressal Procedure

All the Grievances shall be directed to the Grievance Redressal Committee. Based on the nature of the grievance, the committee shall act accordingly. Also, student satisfaction should be noted and verified.

5.3 Offline Grievance Redressal Procedure

The student can lodge its grievance to Class Coordinator & Counsellor/Departmental Incharge/ Head of Department/ Member of Institute Grievance Redressal Committee/Director. Based on the nature of the grievance, the committee shall act accordingly. Also, student satisfaction should be noted and verified.

6. Advisory to the Grievance Redressal Committee

- The institute should hold meeting of the Grievance Redressal Committee at least once in every three months.
- The procedure for filing complaints, the procedure for conduct of proceedings and the time frame from the disposal of complaints / grievances shall be published on its website. Further, reconstituted Grievance Redressal Committee shall be sent to the University before 15th September of each year.
- Also, the teachers and the authorities of the institutions should maintain cordial warm and confidence with the relationship in terms of Ordinance No.32 of the GGSIP University Act, No.9 of 1998.
- Every letter/representation/email in the nature of appeal by the students should be attended with reformative approach and sympathetic consideration. The institute shall inform the parents of the student by writing the letter intimating the shortage of attendance which should be sent by Speed Post/Registered Post. The parents may also be informed by email or by telephonically.
- Any issues relating to arbitrary action or personal grudges against students by any teacher / authority of the institute should be earnestly looked into by grievance redressal and should be brought to the notice of the Director of Institute.

- If the issues are not resolved at the level of concerned institute, the student should be advised to approach the Grievance Redressal Mechanism at the level of University which shall act as the Appellate Mechanism.

Grievance Redressal Procedures and Time Frame

1. Mechanisms for registering grievance

The institute shall adopt two Mechanisms for complaint lodged by the Student. The complaint can be lodged online as well as offline.

1.1 Online Mechanisms

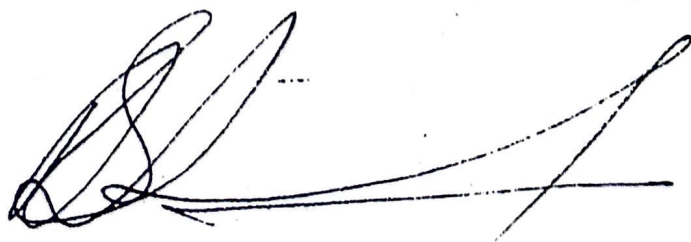
The online complaint can be lodged by the student on the institute portal. The student can also email their respective grievance to

1.2 Offline Mechanisms

The offline complaint can be lodged by the student in the respective department to Class Counselor and Coordinator/Departmental In-charge, Head of Department, Grievance Redressal Committee, Director.

2. Time frame Direction

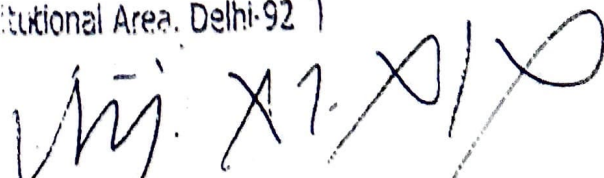
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Director

Ideal Institute of Management & Technology
(G.G.S. Indraprastha University)

16X, Karkardooma Institutional Area, Delhi-92 1





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And Accreditation Council (NAAC)



Under the Aegis of Internal Quality Assurance Cell (IQAC)

4th October, 2022

Ref. No.- IIMT/2022/ ICC/MEETING NOTICE/OCT/01

INTERNAL COMPLAINTS COMMITTEE (ICC), IIMT

NOTICE

This is to inform that a meeting with all the members of the Internal Complaints Committee (ICC) is scheduled on 13.10.2022 at 9:30 AM in Room No. 206 of Ideal Institute of Management & Technology. All the members of ICC are desired to be present in the meeting.

The members of ICC are as follows-

1. Prof. (Dr.) Hemlata Sharma (Presiding Officer)
2. Dr. Parminder Kaur (Member) *Parminder*
3. Ms. Jasmandeep Kaur (Member) *Jasmandeep*
4. Dr. Satpal Arora (Member) *Satpal*
5. Mr. Mayank Gupta (Member) *Mayank*

Hsharma
4/10/2022
Prof. (Dr.) Hemlata Sharma
(Presiding Officer, ICC)

Prof. (Dr.) Anil Parkash Sharma
(Director, IIMT)

*Information regarding meeting of ICC sent to Prof. (Dr.) Ritu Gupta, Professor, National Law University, Delhi and External Expert Member, ICC, IIMT



IDEAL INSTITUTE OF MANAGEMENT AND TECHNOLOGY



Under the Aegis of Internal Quality Assurance Cell (IQAC)



Ref. No.- IIMT/2022/ ICC/MINUTES/OCT/01

13th October, 2022

INTERNAL COMPLAINTS COMMITTEE (ICC), IIMT

MINUTES OF THE MEETING

The Internal Complaint Committee (ICC) has been duly re-constituted and after re-constitution, the first meeting of Internal Complaints Committee held on 13.10.2022 at 9:30 AM in Room No. 206 of Ideal Institute of Management & Technology.

The following members of ICC attended the meeting:

1. Prof. (Dr.) Hemlata Sharma (Presiding Officer)
2. Dr. Parminder Kaur (Member)
3. Ms. Jasmandeep Kaur (Member)
4. Dr. Satpal Arora (Member)
5. Mr. Mayank Gupta (Member)
6. Prof. (Dr.) Ritu Gupta, Professor, National Law University, Delhi and External Expert Member, ICC, IIMT

At the outset, Prof. (Dr.) Hemlata Sharma, Presiding Officer of Internal Complaints Committee welcomed External Expert Member and all the members of the Internal Complaints Committee. The Committee noted that no complaint of sexual harassment has been reported from any student and employee of any Department (BBA, BBA 2nd shift and Law) in IIMT till date..

Thereafter the following agenda was taken up for the discussion-


Agenda No.	Action Taken
1.	<p>Discussion regarding Role of ICC</p> <p>The Presiding Officer of ICC described the role of ICC and welcomed suggestions from all members to make it effective .</p>
2.	<p>Discussion about the Requirements</p> <p>Reviewed the requirements and action to be carried in the Institution and deliberated upon the following-</p> <p>(i) The Handbook on Sexual Harassment of Women at Workplace, (Prevention, Prohibition and Redressal) Act,</p>

	<p>2013 issued by Ministry of Women and Child Development has been kept in the library.</p> <p>(ii) The composition of the Internal Complaints Committee of IIMT has been uploaded on IIMT's website and pasted in the notice board in IIMT campus.</p> <p>(iii) A complaint Drop box is placed in the office premises.</p> <p>(iv) Awareness programmes about Sexual Harassment of Women at Workplace is to be carried more frequently for maintaining discipline in the institute campus.</p>
3.	<p>Discussion about workshop</p> <p>External Expert Member Prof. (Dr.) Ritu Gupta suggested that a workshop would be organized on the topic of The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 for the students, faculty members and non-teaching staff of the Ideal Institute of Management & Technology.</p> <p>The Internal Complaints Committee unanimously agreed these suggestions and affirmed that External Expert Member Prof. (Dr.) Ritu Gupta will be the Resource person for the workshop which will be on 14th Oct 2022. She was pleased to be invited as a resource person.</p>
4.	<p>Discussion regarding Next meeting</p> <p>All the members agreed that the Committee will meet on a regular basis or earlier, if need arise.</p> <p>Next meeting of the Committee will be held in the month of Jan, 2023.</p>

The Presiding Officer conveyed her hearty thanks to the External Expert member Prof. (Dr.) Ritu Gupta and all members of ICC for attending the meeting.

Meeting ended with vote of thanks to the Presiding Officer.

Hsharma
13/10/2022
Prof. (Dr.) Hemlata Sharma
(Presiding Officer, ICC)


Prof. (Dr.) Anil Parkash Sharma
(Director, IIMT)

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IDEAL INSTITUTE OF MANAGEMENT AND TECHNOLOGY

Recognized by
Govt. of NCT, Delhi



Affiliated to GGS
Indraprastha University



Approved by
Bar Council of India



Accredited by National Assessment
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AN ISO 9001:2015
Certified Institute



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अमृत महोत्सव

Ref. No.-IIMT/2022/OCT/NOTICE/ICC/01

13th Oct, 2022

INTERNAL COMPLAINT COMMITTEE

Under the aegis of Internal Quality Assurance Cell (IQAC)

NOTICE

**For
Workshop
ON**

“The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013”

Internal Complaint Committee, IIMT is going to organize a Workshop on **“The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013”** on **14th Oct, 2022 (Friday)** at 1:15 P.M. in Auditorium, IIMT for the Students of IIMT, Faculty Members of IIMT and non-teaching staff of IIMT. The keynote Speaker for the day is **Prof. (Dr.) Ritu Gupta, Professor, National Law University, Delhi & External Expert Member, ICC, IIMT.**

The objective of this workshop is -

- to discuss about the protection against sexual harassment of women at workplace and prevention of sexual harassment, and
- to make the students aware about the Internal Complaint Committee and redressal of complaints of sexual harassment.

Committee Members of ICC-

Dr. Parminder Kaur -- Member, ICC
Ms. Jasmandeep Kaur -- Member, ICC
Dr. Satpal Arora -- Member, ICC
Mr. Mayank Gupta- Member, ICC

Parminder

Mayank

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Prof. (Dr.) Hemlata Sharma
(Presiding Officer, ICC)
13/10/2022

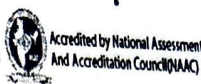
Anil Parkash Sharma

Prof. (Dr.) Anil Parkash Sharma
(Director, IIMT)

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IDEAL INSTITUTE OF MANAGEMENT AND TECHNOLOGY



Under the Aegis of Internal Quality Assurance Cell (IQAC)



No.- IIMT/2022/ ICC/WORKSHOP/OCT/01

14th October, 2022

INTERNAL COMPLAINTS COMMITTEE (ICC), IIMT

REPORT

Workshop
on

Sexual Harassment of Women at Workplace, (Prevention, Prohibition and Redressal) Act, 2013”

14th Oct, 2022 (Friday)

Internal Complaint Committee, IIMT organized a Workshop on “Sexual Harassment of Women at Workplace, (Prevention, Prohibition and Redressal) Act, 2013” on 14th Oct, 2022 (Friday) at 1:15 P.M. in Auditorium, IIMT for the Students of IIMT, faculty Members of IIMT and non-teaching staff of IIMT.

The keynote Speaker for the day was Prof. (Dr.) Ritu Gupta, Professor, National Law University, Delhi and External Expert Member, ICC, IIMT.

The Director of the Institution Prof. (Dr.) Anil Parkash Sharma welcomed the gathering and appreciated the topic of workshop. Prof. (Dr.) Ritu Gupta shared a few thoughts about the need to address the issue of sexual harassment and also how it was much more important for institutions to train and educate their students and employees in a manner that prevents sexual harassment at the workplace. She discussed the effective use of this Act which was possible only through awareness generations among the masses.

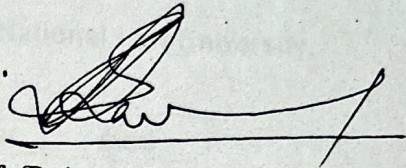
She highlighted the genesis of Sexual Harassment of Women at Workplace Act and judicial interventions with the Vishaka v. State of Rajasthan Case in which Supreme Court framed guidelines to prevent sexual harassment at workplace while addressing the gathering. She made the gathering aware about the various legal provisions of Sexual Harassment of Women at Workplace, (Prevention, Prohibition and Redressal) Act, 2013.

Throughout the workshop, Prof. Ritu Gupta made things simple to understand, through relatable examples and case studies that allowed students to visualize the possible scenarios better and also ask their doubts and queries. The lively and interactive presentation concluded with a quick question-answer session and a vote of thanks by the Presiding Officer of ICC.

e learning outcomes of this workshop are-

- 1) to discuss about the protection against sexual harassment of women at workplace and prevention of sexual harassment,
- 2) to make the students aware about the Internal Complaint Committee and redressal of complaints of sexual harassment.
- 3) To make the students aware about the various legal provisions of Sexual Harassment of Women at Workplace, (Prevention, Prohibition and Redressal) Act, 2013 with relevant day to day incidences.

Hsharma
14/10/2022
Prof. (Dr.) Hemlata Sharma
Presiding Officer, ICC)



Prof. (Dr.) Anil Parkash Sharma
(Director, IIMT)

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अमृत महोत्सव

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14th October 2022
INTERNAL COMPLAINT COMMITTEE WORKSHOP
Under the aegis of Internal Quality Assurance Cell (IQAC)

Topic: The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013

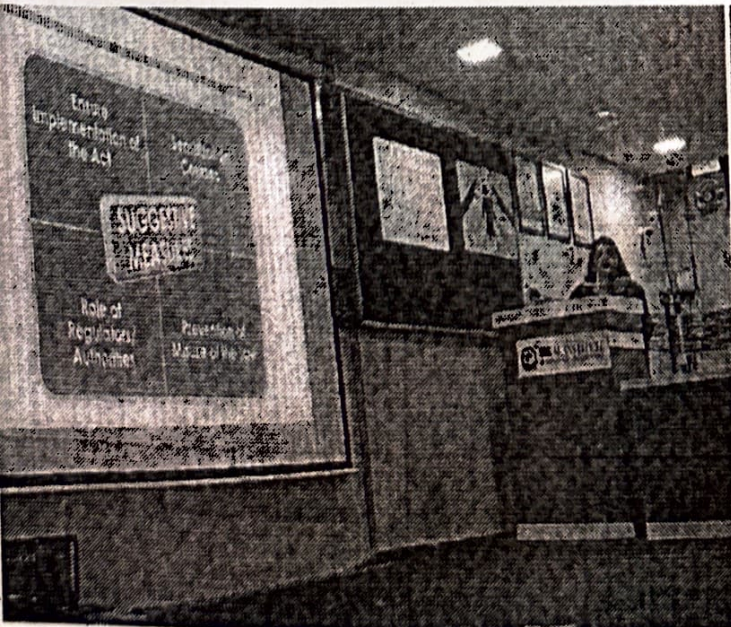
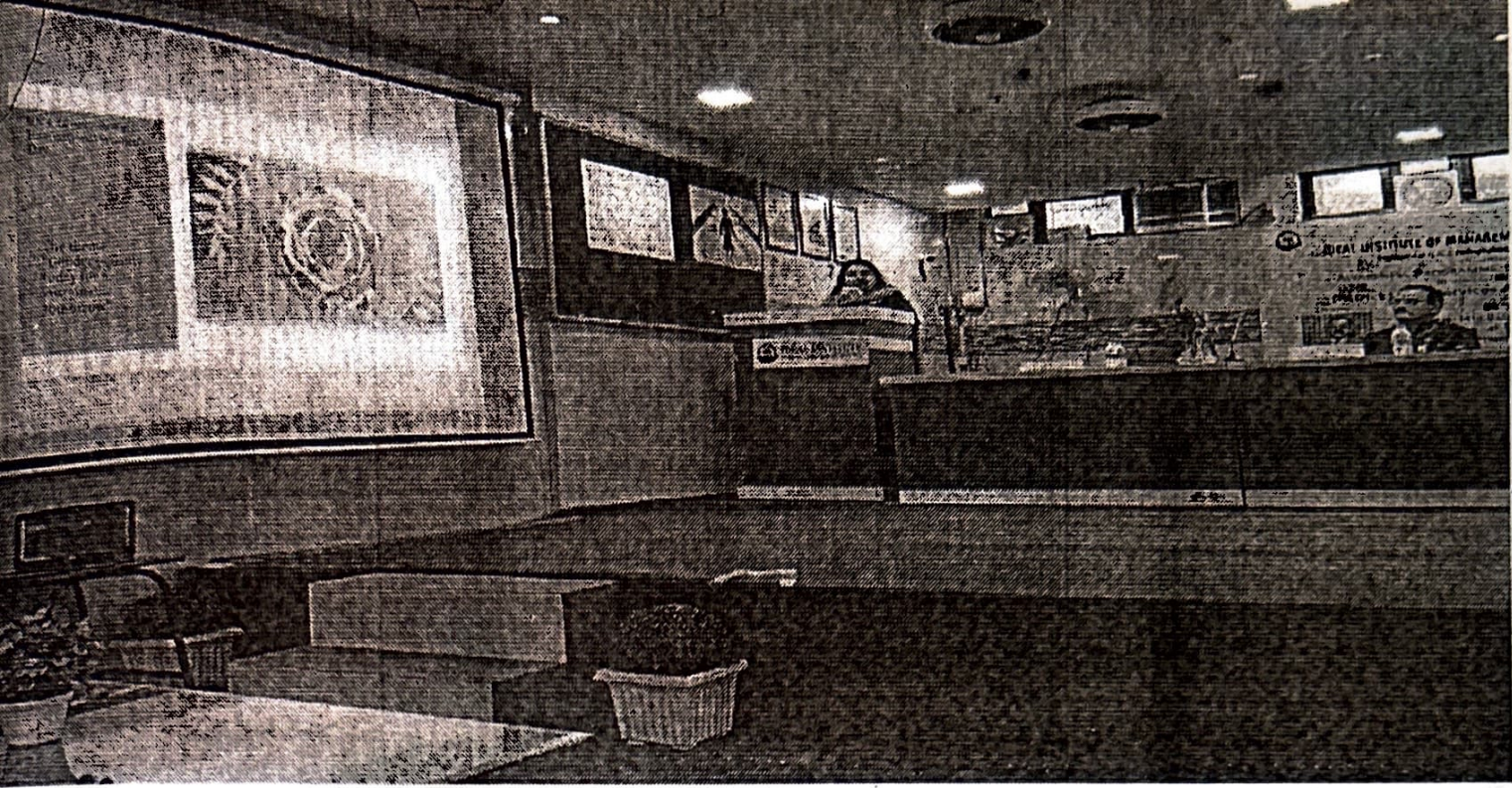
KEYNOTE SPEAKER: Prof. (Dr.) Ritu Gupta, Professor, National Law University, Delhi

NO.	STUDENT NAME	CLASS	SECTION	SIGN
1	Aditi Sahni	2 nd Year	A	Aditi Sahni
2	Priyanka Ojha	2 nd Year	A	Priyanka Ojha
3	Manmeet Kaur	2 nd Year	A	Manmeet Kaur
4	Riya Singh	3 rd Year	B	Riya Singh
5	Sunidhi Singh	2 nd Year	A	Sunidhi Singh
6	Mahashweta	2 nd Year	A	Mahashweta
7	Mank	2 nd Year	A	Mank
8	Shahbaz	2 nd Year	A	Shahbaz
9	Rajshree	2 nd Year	A	Rajshree
10	Vassavi	2 nd Year	A	Vassavi
11	Hanna Percy	2 nd Year	A	Hanna Percy
12	Siddhi Jain	2 nd Year	A	Siddhi Jain
13	Vishakha Maheshwari	1 st Year		Vishakha Maheshwari
14	Alisha	1 st Year		Alisha
15	Jatin Bansal	2 nd Year		Jatin Bansal
16	Sanya Jain	1 st Year		Sanya Jain
17	Per Dva	1 st Year		Per Dva
18	Anand Kumar Bora	1 st Year		Anand Kumar Bora
19	Kanav Yadav	1 st Year		Kanav Yadav
20	Lavanya Aggarwal	1 st Year		Lavanya Aggarwal
21	Shivani Jain	1 st Year		Shivani Jain
22	Meenakshi	1 st Year		Meenakshi
23	Tanisha	1 st Year		Tanisha
24	Bhushita	1 st Year		Bhushita
25	Shivansh	1 st Year		Shivansh
26	Katyan	1 st Year		Katyan
27	Sanya Chaudhary	1 st Year		Sanya Chaudhary
28	Utkarsh	1 st Year		Utkarsh
29	Usmit	1 st Year		Usmit
30	Prish	1 st Year		Prish

	Rishi			
2	Meenakshi	1 st year		Meenakshi
3	Dolly	1 st year		Dolly
4	Shivangi Waghey	1 st year		Waghey
5	Ujjwal	1 st year		Ujjwal
6	Aayus & Rajpurohit	1 st year		Aayus
7	Siddhant Bhargava	1 st year		Siddhant
8	Kunal	11 th year		Kunal
9	Jagrit Sahu	11 th year		Jagrit
10	Rishita Jain	2 nd year		Rishita
11	Pagal Agarwal	2 nd year		Pagal
12	Tanya Arora	2 nd year		Tanya
13	Anjali Verma	2 nd year		Anjali
14	Deepthi Baghel	2 nd yr		Deepthi
15	Sahar	2 nd year		Sahar
16	Kartikay Gupta	2 nd year		Kartikay
17	Ritika Tongaria	2 nd yr		Ritika
18	Hinni Tyagi	2 nd yr		Hinni
19	Tanishka	2 nd yr		Tanishka
20	Aman Saini	2 nd yr	B	Aman
21	Doyel	2 nd yr	B	Doyel
22	Anshu	2 nd yr	B	Anshu
23	Dipankar	2 nd yr	B	Dipankar
24	Gurpreet Juma	2 nd yr	A	Gurpreet
25	Muhammad Azhar	2 nd yr	A	Azhar
26	Aryan Rawat	2 nd yr	A	Aryan
27	Tanya Singh	2 nd yr	A	Tanya
28	Siddhant Roy	2 nd yr	A	Siddhant
29	Vash Bhargava	2 nd yr	A	Vash
30	Deepanshu Arora	2 nd yr	A	Deepanshu
31	Sulmit Singh	2 nd yr	A	Sulmit
32	Shashank Kumar	2 nd yr	A	Shashank
33	Kumar Harsh	2 nd yr	A	Kumar
34	Rohan	2 nd yr	A	Rohan
35	Yasvi	2 nd yr	A	Yasvi
36	Khushi Thakur	2 nd yr	A	Khushi
37	Piyush Sood	2 nd yr	A	Piyush
38	Rohan Chaudhary	2 nd	A	Rohan
39	Rijanshu Kumar	2 nd	A	Rijanshu
40	V. Sneha	2 nd	A	Sneha
41	Avni Kapoor	2 nd	A	Avni
42	Aastha Gupta	2 nd	A	Aastha
43	Daanpreet	2 nd	B	Daanpreet
44				

75	Dakshita Kapoor	5 th year	A sec.	Daksh.
76	Mansi Purohit	5 th year	A	Mansi
77	Muneda	5 th year	B	Muneda
78	Prishiti Sharma	5 th year	A	Prishiti
79	Mehul Chandel	5 th year	A	
80	Devanshi Sharma	5 th year	A	
81	Anmol	5 th year	A	
82	Sushma	5 th year	B	Sushma.
83	Ishti	5 th year	B	Ishti
84	Kanika	5 th year	B	Kanika.
85	Gauranshi	5 th year	A	Gauranshi
86	Sonali	5 th year	A	Sonali
87	Jahnvi	5 th year	A	Jahnvi
88	Sargam	5 th year	A	Sargam
89	Prishiti Sharma	5 th year	A	Prishiti
90	Shruti Aggarwal	5 th year	B	Shruti
91	Anjali Gupta	5 th year	B	Anjali
92	Riya Kumar	5 th year	B	Riya
93	Chhavi Verma	5 th year	B	Chhavi
94				
95				

Total No. of students = 93





Under the aegis of the IQAC



IIMT/GRC/MOM/Sep/2022/01

Date: 26.11.2022

Grievance Redressal Committee

Notice of Suspension

A meeting of Grievance Committee was held on 26th November, 2022 at 9:45 a.m. in the conference room. The meeting went for one hour ending at 10:45 a.m.

The meeting was in the presence of members of the Committee:

Ms. Shailja Khosla,
Dr. Parminder Kaur,
Mr. Jasdeep Singh and,
Mr. Eesh Singh.

The student involved in the altercation were called to be present in the meeting namely,

Mr. Rudresh Sachdeva
Mr. Deepanshu Anand
Mr. Piyush Sood
Mr. Shashank Goswami, and
Mr. Ayush Chaudhary (Absent)

From the very outset the committee inquired into the joint reiteration of the concerned day event, subsequently stating their involvement in the said altercation. After this the student were asked to write an apology letter affirming that none of the said action will be repeated in future.

Post this that the committee recommended the disciplinary action after hearing the incident concerning the student, which is as follows:

1. That, Mr. Rudresh Sachdeva being involved physically in the altercation be suspended for a period 15 Days.
2. That, Mr. Deepanshu Anand being involved in the altercation is suspended for a period 7 days.
3. Mr. Piyush Sood being involved in the altercation is suspended for a period 7 days.
4. Mr. Shashank Goswami, was found not involved in the incident, thus not require any action.

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matter heard by Grievance Committee was ended with the decision being communicated to concerned students.

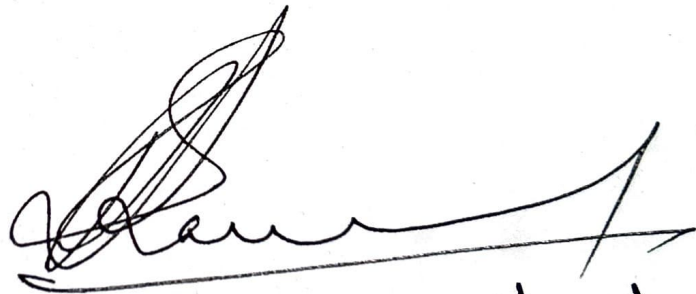
ared by:

Eesh Singh
26.11.22

Eesh Singh

Assistant Professor,

School of Law, IIMT



Prof. (Dr.) Anil Parkash Sharma

Psychologist – cum – Director, IIMT

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