

Date: 25/06/2025

Internal Complaint Committee (ICC) **Annual Report**

1. Introduction

The Institute has a zero-tolerance policy to any crime against its women employee and students. In continuation to the same, the Institute has an Internal Complaint Committee (ICC), which the Institution constitutes under sub-regulation (1) of regulation 4 of University Grants Commission (Prevention, prohibition, and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015. The committee shall comply with all regulations as laid down in The Gazette of India Ministry of Human Resource Development (University Grants Commission) New Delhi; Notification published on 2nd May 2016 under the University Grants Commission (Prevention, prohibition, and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015. All-female students, including UG, PG, and Research scholars and female employees (teaching and non-teaching staff) of the Institute, can fearlessly file a grievance complaint with the committee.

2. Objective

The committee's objective is to create a healthy and competitive academic atmosphere of all employees and students co-exist. There is a zero-tolerance policy towards sexual harassment.

- To uphold the dignity of women
- To facilitate a gender-sensitive and friendly working environment, women determine whether female employees for female students are not subjected to gender-specific discrimination.
- To consider the complaints of grievance from female teaching staff, nonteaching staff, and girl students.

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- To investigate all the complaints/charges thoroughly and professionally within the stipulated time.
- To ensure confidentiality and time-bound response to the complaints and build confidence about impartiality.

3. "Sexual Harassment" means

- (i) Unwanted conduct with sexual undertones if it occurs or which is persistent and which demeans, humiliates, or creates a hostile and intimidating environment or is calculated to induce submission by actual or threatened adverse consequences and includes any one or more or all of the following unwelcome acts or behavior (whether directly or by implication), namely
- (a) Any unwelcome physical, verbal or non-verbal conduct of sexual nature
 - (b) Demand or request for sexual favors
 - (c) Making sexually colored remarks
 - (d) Physical contact and advances or
 - (e) Showing pornography
- (ii) Anyone (or more than one or all) of the following circumstances, if it occurs or is present in relation or connected with any behavior that has explicit or implicit sexual undertones-
- (a) In exchange for sexual favors, an implied or explicit promise of preferential treatment may be made
 - (b) The implied or explicit threat of detrimental treatment in the conduct of work
 - (c) The implied or explicit threat about the present or future status of the person concerned
 - (d) Creating an intimidating offensive or hostile learning environment
 - (e) Humiliating treatment is likely to affect the health, safety, dignity, or physical integrity of the person concerned.

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4. Composition of Internal Complaints Committee as per UGC Norms

In pursuance to Supreme Court and AICTE Directive, the Institute has constituted an Internal Complaints Committee (ICC) for Gender Sensitization and Complaints against Sexual Harassment. The committee addresses discriminatory behavior including Sexual Harassment that they observe or of which they become aware of. The committee also advises remedial actions including punishment to the offender.

The committee holds bi-monthly meetings regarding any issues raised in the regard with composition as follows:

During the meeting the committee discusses various issues regarding:

1. The background, composition, scope and objectives of the committee.
2. Important clauses relevant for the Institute.
3. Suggestions or Actions from members for any reported cases.
4. Possible actions that can be taken against the respondent
5. Proper compliance of suggestions or remedial actions.
6. Preventive Measures
7. Follow-up of reported cases if found.

S. No	Name	Position	Department	Contact number	Role
1	Dr. Archana Keerti Chowdhary	Principal	Institute of Engineering and Science	0731-4014618	Chairperson
2	Dr. Rekha Dhoot	Head	Humanities Department	0731-4014629	Co-ordinator
3	Dr. Devaanshi Jagwani	Associate Professor	Civil Engineering	0731-4014607	Co- coordinator
4	Ms. Poonam Lilhare	Assistant Professor	Electronics and Communication Department	0731-4014610	Member
5	Dr. Nuzhat Sardar	Assistant Professor	Electrical and Electronics Department	0731-4014611	Member
6	Ms. Arti Chourasiya	Non-teaching Staff	Office Staff	0731-4014602	Member

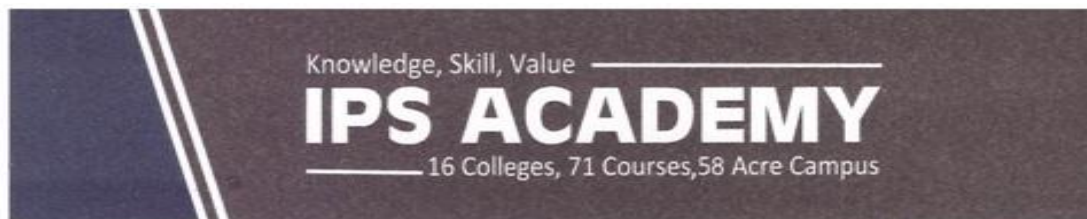
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7	Ms. Chanda Kalsekar	Non-teaching Staff	Office Staff	0731-4014602	Member
8	Manya Thakur	Student	Electronics and Communication Department	9893066884	Students representative
9	Laiba Ali	Student	Computer Science Department	9826465995	Students representative
10	Suhani Nimkar	Student	CS-Information Technology Department	9165727196	Students representative
11	Samiksha Paliya	Student	Chemical Engineering Department	9302670075	Students representative
12	Omanshi Rathore	Student	Civil Engineering Department	8319490365	Students representative

5. Complaint/Grievance filling procedure

An aggrieved student or academic and non-academic staff may register the complaint either in online or offline mode. The written complaint can be dropped in complaint boxes available on each floor of the Institute or via an online grievance portal by clicking on the link as follows:

<https://forms.gle/YCMNuvd7ZL89MyoUA>

On receipt of the complaint, it shall be forwarded to Internal Complaint Committee (ICC). The complaint so received must be complete and clear in all respects. Actions may be initiated against filing a false complaint.

6. Responsibilities of Internal Complaints Committee (ICC)

The Internal complaints Committee takes up the following responsibilities:

- (a) Assist if an employee or a student chooses to file a complaint with the police;
- (b) Provide mechanisms of dispute redressal and dialogue to anticipate and address issues through just and fair conciliation without undermining complainant's rights, and minimize the need for purely punitive approaches that lead to further resentment, alienation, or violence;

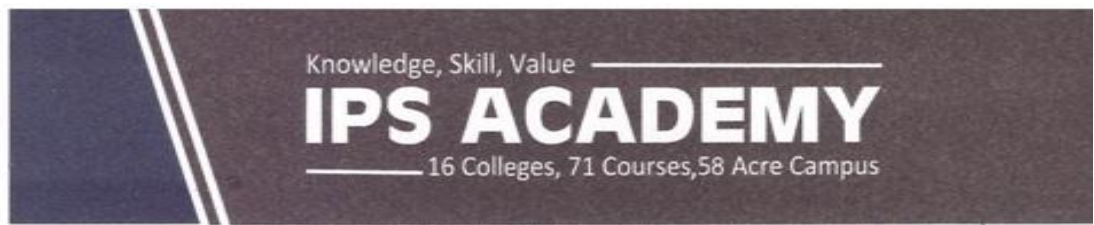
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- (c) Protect the safety of the complainant by not divulging the person's identity, and provide the mandatory relief by way of sanctioned leave or relaxation of attendance requirement or transfer to another department or supervisor as required during the pendency of the complaint, or also provide for the transfer of the offender;
- (d) Ensure that victims or witnesses are not victimized or discriminated against while dealing with complaints of sexual harassment; and
- (e) Ensure prohibition of retaliation or adverse action against a covered individual because the employee or the student is engaged in protected activity.

7. Process of conducting an inquiry

1. Upon receipt of the complaint, the ICC shall send one copy of the complaint to the respondent within a period of seven days of such receipt.
2. Upon receipt of the copy of the complaint, the respondent shall file their reply to the complaint along with the list of documents and names and addresses of witnesses within a period of ten days.
3. The inquiry has to be completed within a period of ninety days from the receipt of the complaint. The inquiry report, with recommendations, if any, has to be submitted within ten days from completing the inquiry to the Executive Authority of the Institution. Copy of the findings or recommendations shall also be served on both parties to the complaint.
4. The Executive Authority of the Institution shall act on the committee's recommendations within a period of thirty days from the receipt of the inquiry report unless an appeal against the findings is filed within that time by either party.
5. Either party may file an appeal against the findings or /recommendations of the ICC before the Executive Authority of the Institution within a period of thirty days from the date of the recommendations.
6. If the Executive Authority of the Institution decides not to act as per the recommendations of the ICC, then it shall record written reasons for the same to be conveyed to ICC and both the parties to the proceedings. If, on the other hand, it is

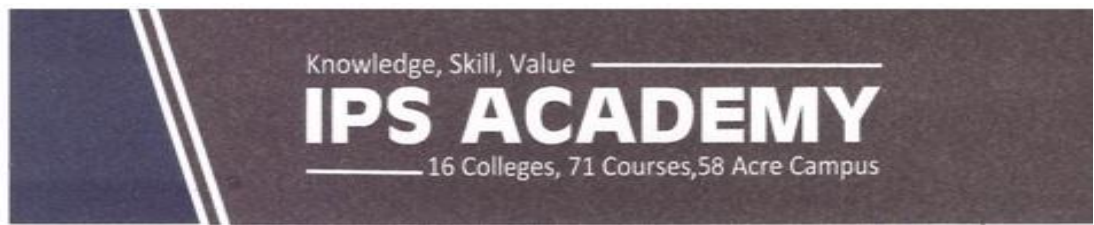
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decided to act as per the recommendations of the ICC, then a show cause notice, answerable within ten days, shall be served on the party against whom action is decided to be taken. The Executive Authority of the Institution shall proceed only after considering the reply or hearing the aggrieved person.

7. The aggrieved party may seek conciliation to settle the matter. No monetary settlement should be made as a basis of conciliation. The Institution shall facilitate a conciliation process through ICC, as the case may be, once it is sought. The conflict resolution to the satisfaction of the aggrieved party, wherever possible, is preferred to purely punitive intervention.

8. The identities of the aggrieved party or victim or the witness or the offender shall not be made public or kept in the public domain, especially during the inquiry process.

8. Conclusion

IPS Academy, Institute of Engineering and Science, Indore endeavors to provide a conducive and healthy work environment. The employee-employer relationship is cordial and supporting in all aspects in the institute, so that each employee shall have an enriching experience. The objective of this policy is to ensure our employees that we are determined to provide all excellent, comfortable, safe and healthy work environments, so that they can come out with their best in all facets.

Note: Till date there were no cases reported.

Dr. Rekha Dhoot
Coordinator
Internal Complaints Committee
IPS Academy
Institute of Engineering & Science, Indore

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