

MEMORANDUM

11th July, 2024

Subject: Constitution of Internal Complaints Committee

In accordance with Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, Guidelines issued by UGC and published in Gol Gazette on 02.05.2016 and Vishaka Guidelines, the following Internal Complaints Committee is hereby constituted to provide a safe and respectful work environment for all students and employees and to provide gender sensitization against sexual harassment and a remedial mechanism.

1. Chairperson: Rajender Dubey, Director

2. Members:

- Mrs. Snigdha Bhatia, Counsellor
- Mr. Dheeraj Sharma, Dean of Students
- Dr. Rajender Kumar, Principal
- Mr. Lokesh Bhatia, Administrator
- Ms. Nimisha Mathur, Student (batch 2024-27)
- Ms. Gagandeep Kaur, Student (batch 2024-27)
- Ms Sakshi, Student (batch 2023-26)

3. Convener: Mrs. Snigdha Bhatia, Counsellor

4. Functions of the Internal Complaints Committee:

- To receive and investigate complaints of sexual harassment.
- To provide counseling and support to the complainant.
- To take appropriate disciplinary action against the accused, as per applicable laws and institute rules.
- To create awareness among employees about sexual harassment and its prevention.
- To organize sensitization programs and workshops on gender sensitivity.
- To maintain records of all complaints and actions taken.
- To submit periodic reports to the appropriate authorities.

5. Confidentiality:

- All proceedings of the Internal Complaints Committee shall be kept strictly confidential.
- The identity of the complainant shall be kept confidential to the extent possible.

6. Grievance Redressal:

- Any employee who has been subjected to sexual harassment can file a complaint with the Committee.
- The Committee shall investigate the complaint promptly and impartially.

The Committee shall provide a fair opportunity to all parties involved to present their case.

- The Committee shall ensure that the rights and interests of both the complainant and the accused are protected.

7. Dissemination:

- This memorandum shall be widely disseminated among all employees through notice board.



Director,
RIG Institute of Hospitality and Management.
11.07.24