



कार्यालय ज्ञापन: 24/2024

विषय: आंतरिक शिकायत समिति का पुनर्गठन।

1. The Internal Complaints Committee (ICC) of the Institute has been re-constituted comprising the following to take consistent action for prevention, prohibition, and redressal of complaints, received regarding sexual harassment and gender discrimination of women students and employees:

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| 1. Ms. Neetika Devgan, Senior Faculty | - Chairperson |
| 2. Mr. Pramod Kumar Marshal, Associate Senior Faculty | - Member |
| 3. Dr. Mohit Kumar, Deputy Registrar | - Member |
| 4. Ms. Sonam Chhatwani | - External Member |
| 5. Ms. Simi Mathew, Sr. Supdt. (Accounts) | - Member Secretary |

2. Following are the responsibilities of the Internal Complaints Committee:

- To take action on complaints received regarding sexual harassment and gender discrimination of women students and employees as per Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.
- To create a safe environment for women students and employees; a gender-just environment free of violence, harassment, exploitation, intimidation, and stress.
- To promote gender equality and equal opportunities.
- To address the issues of sexual harassment and recommend their redressal in a time-bound manner.
- To conduct awareness drives through display of women welfare & anti-sexual harassment policies and other appropriate documents, workshops, posters, speeches by experts etc.

3. When an incident of sexual harassment occurs, the victim or third-party may submit a written complaint either in person to the Internal Complaints Committee or send via email at icc@nidmp.ac.in. On receipt of a complaint, ICC shall conduct preliminary inquiry so as to ascertain the truth of the allegations by collecting the documentary evidence as well as recording statements of any possible witness(es) including the complainant. ICC shall then submit the preliminary inquiry, report to the Director, NID MP along with all the original documents adduced, evidence, recordings etc. during the preliminary enquiry proceedings. In case the allegations are not in the nature of sexual harassment, ICC may refer such complaints to the Grievance Redressal cell or the General Administration.



4. Inquiry process:

- i. The inquiry shall be completed within a period of ninety days from the date of the complaints.
 - ii. On completion of the inquiry, the ICC shall provide a report of its findings to the competent authority within a period of ten days from the date of completion of the inquiry and such report be made available to the concerned parties.
 - iii. If the allegations against the respondent have been proved, it shall recommend punitive actions to be taken against the respondent.
 - iv. The competent authority shall act upon the recommendations within sixty days of receiving it.
5. Where sexual harassment occurs as a result of an act or omission by any third party or outsider, ICC shall take all steps necessary and reasonable to assist the affected person in terms of support and preventive action. ICC shall comply with the procedure prescribed in the aforementioned Sexual Harassment Act, 2013 for inquiring into the complaint in a time bound manner.
6. If ICC concludes that the allegations made were false, malicious or the complaint was made knowing it to be untrue or forged or misleading information has been provided during the inquiry, the complainant shall be liable to be punished as per the relevant provision of the aforementioned Act of the Govt of India, 2013. The Committee shall organize meetings at regular intervals and at times as per the immediate requirement of the complaint. Term of the committee shall be two years.
7. This supersedes the earlier Office Order No.191/2022 dated 22.09.2022 and has been issued with approval of the competent authority on the subject.


12 Jan 24

मुख्य प्रशासनिक अधिकारी
राष्ट्रीय डिजाइन संस्थान, मध्य प्रदेश

प्रतिलिपि: कृपया सादर सूचनार्थ।

1. समिति के सभी सदस्य (सुश्री नीतिका देवगन, उप-कुलसचिव, श्री प्रमोद कुमार मार्शल, सुश्री सोनम छतवानी, सुश्री सिमी मैथ्यू)
2. पिछली समिति के सभी सदस्य (सुश्री नीतिका देवगन, हेड लाइब्रेरियन, श्री प्रमोद कुमार मार्शल, सुश्री सोनम छतवानी, सुश्री सिमी मैथ्यू)
3. निजि सचिव निदेशक महोदय
4. कुलसचिव महोदय
5. नियंत्रक वित्त एवं लेखा महोदय, DL (FS, TAD, ID & CD)
6. प्रशासनिक अधिकारी
7. सहायक अभियंता (सू.प्रौ.) – कृपया इंटरनेट पर अपलोड करने हेतू।
8. रक्षित पत्रावली

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