

Hewett Polytechnic, Lucknow

Internal Complaint Committee (ICC)

Office Order

Letter No.: HP/2021-22/ICC/ 319/(310-319)

Lucknow, Date: 04/04/22

The Internal Complaint Committee of Hewett Polytechnic, Lucknow is established as per Section 4 of All India Council for Technical Education (Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in Technical Institutions) Regulations, 2016 vide No. F. AICTE/WH/ 2016/ 01 dated 10th June, 2016.

Internal Complaint Committee will examine all matters with immediate effect relating to women in the workplace and will make suggestions and proposals to the institute administration regarding such matters and following are the functions of ICC-

1. To create and maintain safe, healthy and supportive environment for women and girl students in the campus.
2. To address issues faced by women at work place and to organize awareness generation programmes and to take preventive steps towards protection of women staff / female students from sexual harassment in the college.
3. To function in the college as per the norms laid down by the AICTE and to organise workshops affecting women in general and especially in the following areas:
 - o Sensitization and gender equality on campuses
 - o Issues of women arising from societal concerns
 - o Any other theme based activities and events concerning significant issues of women
4. To admit complaints from-
 - o Female employees on harassment and discrimination in the workplace by other employees.
 - o Female students on harassment and discrimination in the classroom and in relation to academic activities by faculty and staff and student
 - o Female residents on harassment, assault and other forms of misbehaviour by employees.
5. The committee will follow relevant Acts, Rules and Norms of Government of India and Court Orders etc as applicable from time to time.
6. The Committee may form enquiry committee as it deems fit to examine particular complaint.
7. The Committee will make recommendations on actions to be taken on specific complaints.

4/4/22

Who can file a complaint?

a) Any woman employee of Hewett Polytechnic, Lucknow including faculty and staff as well as any woman residing in the Campus or visiting the Campus in any capacity may file a complaint against an incident of sexual harassment.

b) Any student, irrespective of age and/or gender, may file a complaint against an incident of sexual harassment.

How to file a complaint?

A formal written complaint must be filed either as a hard copy or an email within 90 days of the incident about which the complaint is being filed. The ICC is required to complete the process of inquiry and submit its report within 90 days of the filing of the complaint.

The formal complaint must contain the following:

- Date and time of the incident
- Place of the incident
- Name and contact information of the accused
- Name and contact information of witnesses
- Detailed description of the incident
- Details of Complainant (Optional)

Committee Members:

Sr.No.	Name	Designation	Position	Contact Number
1	Mrs. Suruchi Mishra	Lecturer	Presiding Officer	9910488706
2	Mr. Pankaj Joshi	Lecturer	Member	9415409660
3	Dr. Fatima Yasmeen	Lecturer	Member	9369032993
4	Mr. Shailesh Khare	Technician	Member	9453740082
5	Ms. Vandana Gupta	Junior Clerk	Member	7860934952
6	Mrs. Mithilesh Chauhan	Corporator	Member	9452465497
7	Ms. Garima Gupta	Student (ME-2 nd Yr.)	Member	8853531278
8	Ms. Priya Singh	Student (EE-2 nd Yr.)	Member	6394293204
9	Ms. Palak Verma	Student (CE-2 nd Yr.)	Member	9935801842

Above Internal Complaint Committee shall remain effective till further revision

(Dr. Fatima Yasmeen)
Lecturer/Incharge AICTE

(Kundan Singh)
Principal

Endorsement: HP/2021-22/ICC/

Copy to:

1. All concerned Committee Members.
2. Record File.

Lucknow, Date: Hewett Polytechnic
Mahanagar, Lucknow-6

(Kundan Singh)
Principal