



**Army Institute of Education (AIE)**  
(NAAC Accredited & ISO Certified Institute)  
Plot M-1, Pocket P-5, Sector Chi-2  
Gautam Budh Nagar  
Greater NOIDA (UP) - 201306

## CIRCULAR

### Internal Complaints Committee (ICC) Academic Session 2019-20

#### 1. Constitution.

An Internal Complaint Committee is constituted with immediate effect with the following members:

Designation	Name	Appointment	Mobile No.	Email ID
Chairperson	Dr Babita Bhardwaj	Senior Faculty	9868218513	babita868@gmail.com
Faculty Member	Dr SK Panda	Asst. Prof.	9910505160	aiesumanta@gmail.com
Faculty Member	Dr Jyoti Tiwari	Asst. Prof.	7597352039	tiwari.jyoti123@gmail.com
Non-Teaching Employee Member	Ms Rekha Tyagi	Librarian	9953221070	rekhatyagi224@gmail.com
Non-Teaching Employee Member	Ms Arti Mishra	Hostel Warden	8789273145	arti1581985@gmail.com
Member from NGO	Dr Upasana Singh	Chairperson, Human Touch Foundation, Gr NOIDA	9911302894	dr.upasanasingh@gmail.com



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Student Member	Vandana	B.Ed. Batch 2018-20	9759453387	vandana3195.v@gmail.com
Student Member	Neha Khandelwal	B.Ed. Batch 2018-20	9971282363	nehakhandelwal809@gmail.com
Student Member	Shelender Singh	B.Ed. Batch 2019-21	7084850710	shelendersingh80@gmail.com
Student Member	Anju	B.Ed. Batch 2019-21	9045747611	anu3div@gmail.com

**2. Definition of Sexual Harassment.**

'Sexual Harassment' includes any unwelcome sexually inclined behaviour, whether directly or indirectly, such as:

- (a) Physical contact and advances
- (b) Demand or request for sexual favours
- (c) Sexually coloured remarks
- (d) Showing any pornography, or
- (e) Any other unwelcome physical, verbal or non-verbal conduct sexual in nature

The following is also 'sexual harassment' and is covered by the Committee:

- (a) Eve-teasing
- (b) Unsavoury remarks
- (c) Jokes causing or likely to cause awkwardness or embarrassment
- (d) Innuendos and taunts
- (e) Gender based insults or sexist remarks
- (f) Unwelcome sexual overtone in any manner such as over telephone (obnoxious telephone calls) and the like
- (g) Touching or brushing against any part of the body and the like
- (h) Displaying pornographic or other offensive or derogatory pictures, cartoons, pamphlets or sayings
- (j) Forcible physical touch or molestation, and



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(k) Physical confinement against one's will and any other act likely to violate one's privacy.

**3. Possible Actions that can be taken against the Respondent.**

- (a) Warning
- (b) Written Apology
- (c) Bond of Good Behaviour
- (d) Adverse Remark in the Confidential Report
- (e) Stopping of increments/promotion
- (f) Suspension
- (g) Dismissal
- (h) Any other relevant actions

**4. Objectives of the ICC.**

- (a) Prevent discrimination and sexual harassment against women, by promoting gender amity among students and employees;
- (b) To lay down procedures for the prohibition, resolution, settlement and prosecution of acts of discrimination and sexual harassment against women, by the students and the employees;
- (c) Deal with cases of discrimination and sexual harassment against women, in a time bound manner, aiming at ensuring support services to the victimized and termination of the harassment;
- (d) Recommend appropriate punitive action against the guilty party to the Management.

**5. Functions of the ICC.**

- (a) Recommend measures for improvement of work conditions, leisure, health and hygiene for female employees/girls students.
- (b) Investigate & consider complaints against sexual harassment by female employees/girls students.
- (c) Forward investigation reports on sexual harassment complaints to Management for suitable action along with its recommendations.

**6. Mechanism of ICC.**

On receipt of a complaint ICC On receipt of a complaint ICC shall conduct preliminary enquiry so as to ascertain the truth of the allegations by collecting the documentary evidence as well as recording statements of any possible witnesses including the complainant. ICC shall then submit the preliminary enquiry report to



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Employer along with all the original documents adduced 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.

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.

**7. Inquiry Process.**

The complaint should be registered on e-mail at [iccaie@gmail.com](mailto:iccaie@gmail.com). The inquiry shall be completed within ninety days from the date of complaint. ICC shall then submit the inquiry report to the employer within a period of ten days from the date of completion of inquiry along with all the original documents adduced during the inquiry proceedings. The report will be made available to the concerned parties. If the allegations against the respondent have been proved, ICC shall recommend punitive actions to be taken against the respondent to the employer. The employer shall act upon the recommendation within sixty days of receiving it.

ICC shall comply with the procedure prescribed in the aforementioned UGC Regulations 2015 and the Sexual Harassment Act for inquiring into the complaint in a time bound manner.

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 UGC Regulations 2015.



File No: 20504/Committee/AIE  
Date: 26 Aug 2019

A handwritten signature in blue ink that reads "Tania Gupta".

Dr Tania Gupta  
Principal

Copy to:

1. Guru Gobind Singh Indraprastha University  
Sector 16C, Dwarka, New Delhi
2. HQ Delhi Area (AWES Cell)  
Delhi Cantt, New Delhi

Distribution:

Chairperson and Members of ICC  
Teaching and Non-Teaching Staff of AIE  
Notice Boards in Staff Room and Admin Block of AIE  
Hostels



Tania Gupta

Designation	Name	Department	Remarks
Chairperson	Dr. S. S. Pandey	Asst. Prof.	
Faculty Member	Dr. S. K. Pandey	Asst. Prof.	
Faculty Member	Dr. S. K. Pandey	Asst. Prof.	
Non-Teaching Employee Member	Ms. Neeta Tyagi	Asst. Prof.	
Non-Teaching Employee Member	Ms. S. K. Pandey	Hostel Worker	
Member from NGOs	Dr. G. K. Pandey	Chairman, Founder	