

R. D. Engineering College, Ghaziabad

9th KM Stone on NH-58, Delhi – Meerut Road, Duhai, Ghaziabad, Uttar Pradesh 201206

Internal Complaints Committee Minutes of Meeting

Dated: 12-9-2023

On 12-9-2023, a meeting of ICC is conducted in A-Block conference room from 10: 00 AM to 11:30 PM.

Agenda of meeting was-

- Review and action taken report of the suggestions made in previous meeting dated: 10-02-2020
- Re-constitution of ICC
- Any report of Sexual harassment in the RDEC University campus.
- Review on action taken on complain collected from the suggestion boxes or any online complain

The meeting started with the Convenor discussing the action taken as per the suggestions given by the committee members. Subsequently the Convenor opened the discussion on the agenda points.

The new student's members are added in ICC. Complete details about ICC, Policy and working of ICC discussed with new members.

The members reported that there was no report of Sexual harassment in the RDEC and upon any case being registered.

ICC will communicate to all department to communicate message among all students regarding online portal for complain .

Members of the committee reviewed the students grievance handled during semester.

The meeting concluded by the convenor, thanking all the members.

S.N o.	Name	Designation	Department	Contact	Signature
1	Mr. Sanjay Paliwal	Convenor	ME	9818450025	
2	Dr.SalbhaChaudhary	Co- Convenor	ECE	8588899741	
3	Dr.JyotiRai	Member	ASH	8700275910	
4	Mr.Ghanshyam	Member	Registrar	8588899731	
5	Mr. Rajesh Kumar	External Member	Advocate	8447780595	
6	Ms.Payal Banerjee	External Member	Sr. Manager	955553551	
7	Ms.AyushiGoyal	Student Member	CSE 3 rd Year	8791152923	
8	Ms.KajalKansal	Student Member	CSE 3 rd Year	9258140961	

Director
R.D. Engineering College
Duhai Ghaziabad

R. D. Engineering College, Ghaziabad

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Internal Complaints Committee Minutes of Meeting

Dated: 10-2-2023

On 10-2-2023, a meeting of ICC is conducted in A-Block conference room from 10: 00 AM to 11:30 PM.

In this meeting following points were discussed.

The convenor read out the salient points in the MoM of the meeting conducted on 8.11.2022 and gave the action taken report.

The committee members have decided to conduct awareness about student grievance and redressal through ICC committee by creating student class and batch representative.

It was insisted that in order to create awareness and continuous sensitization among the girls students, it is necessary to place posters/notices defining sexual harassment at prominent places in the campus.

It is decided to create awareness on social media and Digital Harassment. 'Digital Harassment' will be included in the awareness creating activity that was planned for the students.

The Committee noted that no complaint of sexual harassment has been received from any woman employee of this Institution.

The meeting concluded by the convenor, thanking all the members.

S.N o.	Name	Designation	Department	Contact	Signature
1	Mr. Sanjay Paliwal	Convenor	ME	9818450025	
2	Dr. Salbha Chaudhary	Co- Convenor	ECE	8588899741	
3	Dr. Jyoti Rai	Member	ASH	8700275910	
4	Mr. Ghanshyam	Member	Registrar	8588899731	
5	Mr. Rajesh Kumar	External Member	Advocate	8447780595	
6	Ms. Payal Banerjee	External Member	Sr. Manager	955553551	
7	MANISH TYAGI	Student Member	ECE 3rd year	9548980482	
8	ROHIT KUMAR	Student Member	ME 3rd year	9045687810	


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Internal Complaints Committee Minutes of Meeting

Dated: 8-11-2022

On 8-11-2022, a meeting of ICC is conducted in A-Block conference room from 10: 00 AM to 11:30 PM.

Agenda of meeting was-

- Review and action taken report of the suggestions made in previous meeting dated: 12-04-2022
- Any report of Sexual harassment in the RDEC University campus.
- Safety and security of female students,
- Review on action taken on complain collected from the suggestion boxes or any online complain

The meeting started with the Convenor discussing the action taken as per the suggestions given by the committee members. Subsequently the Convenor opened the discussion on the agenda points.






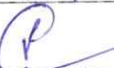


The Committee decided to organize a workshop on working of ICC and women safety for the students of the RDEC to promote awareness about sexual harassment in order to safe campus environment.

The members reported that there was no report of Sexual harassment in the RDEC and upon any case being registered.

It is decided that an audit should be completed by ICC members that CCTV, Complain/suggestion dropbox, Posters are adequately available in the campus.

Members of the committee reviewed the students grievance handled during semester.

The meeting concluded by the convenor, thanking all the members.

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1	Mr. Sanjay Paliwal	Convenor	ME	9818450025	
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Internal Complaints Committee Minutes of Meeting

Dated: 12-4-2022

On 01-08-2019, a meeting of ICC is conducted in A-Block conference room from 10: 00 AM to 11:30 PM.

In this meeting following points were discussed.

The convenor read out the salient points in the MoM of the meeting conducted on 5.10.2021 and gave the action taken report. All members took note of the same.









The committee members have decided to conduct awareness about student grievance and redressal through ICC committee by creating student class and batch representative.

It was insisted that in order to create awareness and continuous sensitization among the girls students, it is necessary to place posters/notices defining sexual harassment at prominent places in the campus.

It is decided to create awareness on social media and Digital Harassment. 'Digital Harassment' will be included in the awareness creating activity that was planned for the students.

The Committee noted that no complaint of sexual harassment has been received from any woman employee of this Institution.

The meeting concluded by the convenor, thanking all the members.

S.N o.	Name	Designation	Department	Contact	Signature
1	Mr. Sanjay Paliwal	Convenor	ME	9818450025	
2	Dr.SalbhaChaudhary	Co- Convenor	ECE	8588899741	
3	Dr.JyotiRai	Member	ASH	8700275910	
4	Mr.Ghanshyam	Member	Registrar	8588899731	
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Internal Complaints Committee Minutes of Meeting

Dated: 05-10-2021

On 05-10-2021, a meeting of ICC is conducted in A-Block conference room from 10: 00 AM to 11:30 PM.

Agenda of meeting was-

- Review and action taken report of the suggestions made in previous meeting dated: 22-01-2020
- Re-constitution of ICC
- Any report of Sexual harassment in the RDEC University campus.
- Safety and security of female students,
- Review on action taken on complain collected from the suggestion boxes or any online complain

The meeting started with the Convenor discussing the action taken as per the suggestions given by the committee members. Subsequently the Convenor opened the discussion on the agenda points.





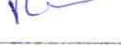


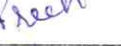
The new student's members are added in ICC. Complete details about ICC, Policy and working of ICC discussed with new members.

The members reported that there was no report of Sexual harassment in the RDEC and upon any case being registered.

It is decided in meeting that , ICC members with contact number was given to all the departments and asked to put it in the notice board for frequent view.

Members of the committee reviewed the students grievance handled during semester.

The meeting concluded by the convenor, thanking all the members.

S.N o.	Name	Designation	Department	Contact	Signature
1	Mr. Sanjay Paliwal	Convenor	ME	9818450025	
2	Dr.SalbhaChaudhary	Co- Convenor	ECE	8588899741	
3	Dr.JyotiRai	Member	ASH	8700275910	
4	Mr.Ghanshyam	Member	Registrar	8588899731	
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Internal Complaints Committee Minutes of Meeting

Dated: 22-01-2020

Review of MoM of Meeting conducted on 1.08.2019 & Action taken report

The convenor read out the salient points in the MoM of the meeting conducted on 1.08.2019 and gave the action taken report. All members took note of the same.






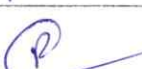
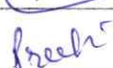
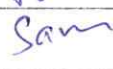
The committee members have decided to conduct awareness about student grievance and redressal through ICC committee by creating student class and batch representative.

It is also decided to organise a poster competition amongst students to creating an awareness of the requirement and sensitizing the students towards the issue in the campus. It is decided that, in every semester an awareness program be conducted especially for First Year students of both genders. That Class and Batch Representatives also attend the same and carry the message to the rest of the students helping spread awareness about student grievance and redressal.

It is decided to create awareness on social media and Digital Harassment. 'Digital Harassment' will be included in the awareness creating activity that was planned for the students.

The Committee noted that no complaint of sexual harassment has been received from any woman employee of this Institution.

It was insisted that in order to create awareness and continuous sensitization among the girls students, it is necessary to place posters/notices defining sexual harassment at prominent places in the campus.

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7	PREETI MANRAL	Student Member	ECE 2 nd year	8447986567	
8	SAMSHUL	Student Member	CE 2 nd year	9719453550	


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Internal Complaints Committee Minutes of Meeting

Dated: 01-08-2019

On 01-08-2019, a meeting of ICC is conducted in A-Block conference room from 10: 00 AM to 11:30 PM.

Agenda of meeting was-

- Review and action taken report of the suggestions made in previous meeting dated: 22-01-2019
- Any report of Sexual harassment in the RDEC University campus
- Safety and security of female students,
- Review on action taken on suggestions collected from the suggestion boxes or any online complain

The meeting started with the Convenor discussing the action taken as per the suggestions given by the committee members. Subsequently the Convenor opened the discussion on the agenda points.




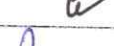




The ICC members reported that there was no report of Sexual harassment in the RDEC and upon any case being registered.

The Committee decided to organize a workshop on starting of every semester regarding working of ICC and women safety for the students of the RDEC to promote awareness about sexual harassment in order to safe campus environment.

The committee decided to communicate the technician to check that every part of campus is properly covered with CCTV camera.

Members of the committee reviewed the suggestions collected from the suggestion boxes regarding complain. The convenor suggested that the members and the hostel wardens initiate meetings with girl hostel inmates and ensure that the systems are in place.

The meeting concluded by the convenor, thanking all the members.

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1	Mr. Sanjay Paliwal	Convenor	ME	9818450025	
2	Dr.SalbhaChaudhary	Co- Convenor	ECE	8588899741	
3	Dr.JyotiRai	Member	ASH	8700275910	
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Internal Complaints Committee Minutes of Meeting

Dated: 22-01-2019

On 22-01-2019, a meeting of ICC is conducted in A-Block conference room from 11: 00 AM to 12:30 PM.

Agenda of meeting was-

- Review and action taken report of the suggestions made in previous meeting dated: 7-08-2018
- Status of Personal counseling to the RDEC students
- Any report of Sexual harassment in the RDEC campus.
- Safety and security of girls students.
- Personal counseling to the RDEC students
- Review of suggestions collected from the suggestion boxes regarding safety and security of hostel inmates and any incidents on ragging, sexual harassment and drug abuse etc

The meeting started with the Convenor discussing the action taken as per the suggestions given by the committee members on 7-08-2018. Subsequently the Convenor opened the discussion on the agenda points.

The committee members communicate to anti-ragging committee for the Visit of the Hostel, classrooms and the department and also decided to follow the schedule prepared for the visit to the Hostel, classrooms and the various departments of the RDEC.

The Committee decided to organize Guest Lectures pertaining to women safety for the students of the RDEC to promote awareness about sexual harassment through educational initiatives those encourages and foster a respectful and safe campus environment

The members reported that there was no report of Sexual harassment in the RDEC and upon any case being registered.

The committee decided to communicate that, giving more emphasis on personal counseling through student mentorship programs, is one of the best practices followed in the RDEC, and can help to address any issues pertaining to the students of RDEC.

The committee also suggested that the student counselors and faculty mentors play many roles, including social and emotional, academic, and mental for holistic development of the students.

Members of the committee reviewed the suggestions collected from the suggestion boxes regarding complain. No such significant, cases or feedback were received.

The meeting concluded by the convenor, thanking all the members.


Director
R.D. Engineering College
Duhai, Ghaziabad

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Internal Complaints Committee Minutes of Meeting

Dated: 7-8-2018

On 07-08-2018, a meeting of ICC is conducted in A-Block conference room from 1:30 PM to 2:30 PM.

Agenda of meeting was-

- Organization of special session on what constitutes sexual harassment and explains the procedure of submitting a complaint with the ICC.
- Safety and security of female students in campus.
- Personal counseling to the RDEC students.
- Working of complain procedure and timely redressal of complain.







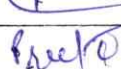
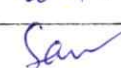
The meeting started with the convener with discussion of directions provided by of UGC, AICTE and Gazette of India to redressal of student grievances including sexual harassment and ragging cases. On the basis of these guidelines, ICC finalise a date(13-8-2023) for awareness program

The Committee decided to organize Guest Lectures pertaining to women safety for the students of the RDEC to promote awareness about sexual harassment through educational initiatives those encourages and foster a respectful and safe campus environment

The Committee decided to communicate to the Director of the Institute, the installation of more CCTVs on campus, appointing female security officers, etc., to provide more safety and security for female students, faculty members and staff.

Members of the committee will continuously reviewed the procedure of complain (online/offline) method and timely redressal of student grievances.

The meeting concluded by the convenor by thanking all the members.

S.N o.	Name	Designation	Department	Contact	Signature
1	Mr. Sanjay Paliwal	Convenor	ME	9818450025	
2	Dr.SalbhaChaudhary	Co- Convenor	ECE	8588899741	
3	Dr.JyotiRai	Member	ASH	8700275910	
4	Mr.Ghanshyam	Member	Registrar	8588899731	
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Formation of Internal Complain Committee (ICC) at RDEC, Ghaziabad

Dated: 3-8-2018







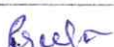
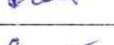
As per the Directions of the Director, RDEC, Ghaziabad, **Internal Complain Committee (ICC)** has been formed for the 2018-19 Academic year. The members of committee and designation can be updated or can be continue with same in next academic year. The committee will comprise of the members mentioned below. The members are informed to meet at least once in a semester and submit a report of the minutes to the undersigned.

The terms and duties of the committee shall be as follows.

- Any complaint of Sexual Harassment, if received by the Undersigned shall be forwarded to convenor of the committee for immediate action.
- The Committee shall keep all the original records pertaining to the cases in safe custody.
- The Terms of ICC shall be 5 (Five) Years. However, the term of the student representatives will be for a period of one year.
- The Student representatives shall be called to attend the meeting of ICC only when the matter is related to students.

The function of the committee will come into force with immediate effect.

Details of Committee

S.No.	Name	Designation	Department	Contact	Signature
1	Mr. Sanjay Paliwal	Convenor	ME	9818450025	
2	Dr.SalbhaChaudhary	Co- Convenor	ECE	8588899741	
3	Dr.JyotiRai	Member	ASH	8700275910	
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Director,

RDEC, Ghaziabad


Director
R.D. Engineering College
Duhai, Ghaziabad



R. D. Engineering College, Ghaziabad College Code-231
Approved by AICTE & Affiliated to Dr.APJ Abdul Kalam Technical University,
Lucknow

WGC, Minutes of the meeting held on 11/08/2023

Members

Mr. Sanjay Paliwal	convenor
Dr. Shalbha Chaudhary	Co-convenor
Dr. Jyoti Rai	Member
Mr. Ghyanshyam	Member
Mr. Rajesh Kumar	External Member
Ms, Payal Banerjee	External Member
Ms.Preeti manral	Student member
Ms.Yashi trivedi	Student member

Agenda:

- Regarding preparation for “awareness program of sexual harassment and safety of women”.
- Allocation of Resources.
- Responsibilities to the committee members for smooth conduction of program.
- Ms. Payal Banerjee, TCS Senior Manager will address the girl students regarding sexual harassment that are faced by women at their working place.
- Any other item with the permission of the Dy. Director.


Director
R. D. Engineering College
Ghaziabad

The following members were absent, due to their busy schedule

Mr. Ghyanshyam
Mr. Rajesh Kumar

Member
External Member

The meeting commenced with a word of welcome by Prof. Sanjay Paliwal, Dy. Director. He informed the members about awareness program of sexual harassment and safety of women on dated 19/8/2023. With the permission of the Chair, the convener presented the agenda items and the following decisions were taken:

Agenda – 1:- Regarding preparation of "awareness program of sexual harassment and safety of women", co-convener will discuss with Ms. Payal Banerjee, TCS Senior Manager will address the girl students regarding sexual harassment that are faced by women at their working place.

Agenda – 2:- For Allocation of Resources the IT department was asked to provide the necessary technical infrastructure for the smooth conduction of the program for completion.

Agenda – 3:- The Convener and co-convener were of the view that the Responsibilities to the all members of committee for arrangement of different required materials like-event banners, high tea preparation for guests and management.

Agenda – 4:- Ms. Payal Banerjee, TCS Senior Manager will address the girl students regarding sexual harassment that are faced by women at their working place. She also gave awareness on different forms of sexual harassment in the work place, key elements for prevention.

The meeting ended with a vote of thanks by Convener.


Prof. Sanjay Paliwal
CONVENER

1. Hon'ble Management (for information)
2. Dean Academics for action
3. Coordinator, IQAC
5. Registrar
6. Admin Office


Director
R.D. Engineering College
Punjab, Chandigarh



R. D. Engineering College, Ghaziabad College Code-231
Approved by AICTE & Affiliated to Dr.APJ Abdul Kalam Technical University,
Lucknow

WGC, Minutes of the meeting held on 02/03/2022

Members

Mr. Sanjay Paliwal	convenor
Dr. Shalbha Chaudhary	Co-convenor
Dr. Jyoti Rai	Member
Mr. Ghyanshyam	Member
Mr. Rajesh Kumar	External Member
Ms, Payal Banerjee	External Member
Ms.Preeti manral	Student member
Ms.Yashi Trivedi	Student member

Agenda:

- a. Regarding preparation for celebration of “International women’s Day”.
- b. Allocation of Resources.
- c. Distribution of responsibilities to the committee members for smooth conduction of program.
- d. Dr. Shalbha Chaudhary, Co-convenor of WGC will address the students regarding women’s achievements, raises awareness about women equality for healthy society.
- e. Any other item with the permission of the Dy. Director.


Director
R.D. Engineering College
Duhai, Ghaziabad

The following members were absent, due to their busy schedule

Ms, Payal Banerjee
Ms.Preeti manral

External Member
Student member

The meeting commenced with a word of welcome by Prof. Sanjay Paliwal, Dy. Director. He informed the members about the webinar for celebration of International women's Day on dated 8/3/2022. With the permission of the Chair, the convener presented the agenda items and the following decisions were taken:


Agenda – 1 Regarding preparation for celebration of International women's Day it was discussed to call other women from other working areas to the event fruitful.

Agenda – 2:- For Allocation of Resources the IT department was asked to provide the necessary technical infrastructure for the smooth conduction of the program for completion.

Agenda – 3:- The Convener and co-convener were of the view that the Responsibilities to the all members of committee for arrangement of different required materials like-event banners, high tea preparation for guests and management.

Agenda – 4:- Dr. Shalbha Chaudhary, Co-convener of WGC will address the students regarding women's achievements, raises awareness about women equality for healthy society.

The meeting ended with a vote of thanks by Convener.


Prof. Sanjay Paliwal
CONVENER

1. Hon'ble Management (for information)
2. Dean Academics for action
3. Coordinator, IQAC
5. Registrar
6. Admin Office


Director
R.D. Engineering College
Duhai, Ghaziabad



R. D. Engineering College, Ghaziabad College Code-231
Approved by AICTE & Affiliated to Dr.APJ Abdul Kalam Technical University,
Lucknow

WGC, Minutes of the meeting held on 19/03/2021

Members

Mr. Sanjay Paliwal	convenor
Dr. Shalbha Chaudhary	Co-convenor
Dr. Jyoti Rai	Member
Mr. Ghyanshyam	Member
Mr. Rajesh Kumar	External Member
Ms, Payal Banerjee	External Member
Ms.Preeti manral	Student member
Ms.Yashi trivedi	Student member

Agenda:

- Regarding preparation for “awareness program of sexual harassment and safety of women”.
- Allocation of Resources.
- Responsibilities to the committee members for smooth conduction of program.
- Ms. Neha Sharma, will address the girl students regarding how to prevent and stop sexual harassment.
- Any other item with the permission of the Dy. Director.


Director
R.D. Engineering College
Duhai, Ghaziabad

The following members were absent, due to their busy schedule

Mr. Ghyanshyam
Mr. Rajesh Kumar

Member
External Member

The meeting commenced with a word of welcome by Prof. Sanjay Paliwal, Dy. Director. He informed the members about awareness program of sexual harassment and safety of women on dated 23/3/2021. With the permission of the Chair, the convener presented the agenda items and the following decisions were taken:

Agenda – 1:- Regarding preparation of” awareness program of sexual harassment and safety of women”, co-convener will discuss with Ms.Neha Sharma ,Senior manager for giving awareness to girl students with her great experience in different industries.

Agenda – 2:- For Allocation of Resources the IT department was asked to provide the necessary technical infrastructure for the smooth conduction of the program for completion.

Agenda – 3:- The Convener and co-convener were of the view that the Responsibilities to the all members of committee for arrangement of different required materials like-event banners, high tea preparation for guests and management.

Agenda – 4:- Ms.Neha, senior manager were asked to prepare for the address to the students regarding prevention against sexual harassment and women safety in an industries.

The meeting ended with a vote of thanks by Convener.


Prof. Sanjay Paliwal
CONVENER

1. Hon'ble Management (for information)
2. Dean Academics for action
3. Coordinator, IQAC
5. Registrar
6. Admin Office


Director
R.D. Engineering College
Duhai, Ghaziabad



R. D. Engineering College, Ghaziabad College Code-231
Approved by AICTE & Affiliated to Dr.APJ Abdul Kalam Technical University,
Lucknow

WGC, Minutes of the meeting held on 04/03/2020

Members

Mr. Sanjay Paliwal	convenor
Dr. Shalbha Chaudhary	Co-convenor
Dr. Jyoti Rai	Member
Mr. Ghyanshyam	Member
Mr. Rajesh Kumar	External Member
Ms, Payal Banerjee	External Member
Ms.Ayushi goyal	Student member
Ms.Kajal Kansal	Student member

Agenda:

- Regarding preparation for webinar for celebration of International women's Day
- Allocation of online Resources.
- Responsibilities to the faculty members for assuring girls students presence online on time and there should be no noise in the background.
- Dr. Shalbha Chaudhary, Co-convenor of WGC will address the students regarding gender equality in healthy society.
- Any other item with the permission of the Dy. Director.


Director
R.D. Engineering College
Duhai, Ghaziabad

The following members were absent, due to their busy schedule

Mr. Rajesh Kumar
Ms, Payal Banerjee

External Member
External Member

The meeting commenced with a word of welcome by Prof. Sanjay Paliwal, Dy. Director. He informed the members about the webinar for celebration of International women's Day on dated 8/3/2020. With the permission of the Chair, the convener presented the agenda items and the following decisions were taken:

Agenda – 1:- Regarding preparation for webinar for celebration of International women's Day it was discussed to call other women from other working areas to the event fruitful.

Agenda – 2:- For Allocation of online Resources the IT department was asked to provide the necessary technical infrastructure for the smooth conduction of the program for completion.

Agenda – 3:- The Convener and co-convener were of the view that the Responsibilities to the faculty members for assuring girls students presence online on time and there should be no noise in the background.

Agenda – 4:- Dr. Shalbha Chaudhary, Co-convener of WGC were asked to prepare for the address to the students regarding gender equality in healthy society.

The meeting ended with a vote of thanks by Convener.


Prof. Sanjay Paliwal
CONVENER

1. Hon'ble Management (for information)
2. Dean Academics for action
3. Coordinator, IQAC
5. Registrar
6. Admin Office


Director
R.D. Engineering College
Duhai, Ghaziabad

R.D. Engineering College, Ghaziabad

WOMEN GRIEVANCE CELL

R.D. Engineering College, Ghaziabad has constituted Women Grievance Cell in July, 2018 as per the guidelines issued by the Government of India. This cell is constituted to consider complaints related to any sexual Discrimination/ harassment of women in the Institute. Details of the committee members are as given below.

s.no.	Name	Designation	Department	Contact
1.	Mr. Sanjay Paliwal	convenor	ME	9818450025
2.	Dr. Shalbha Chaudhary	Co-convenor	ECE	8588899741
3.	Dr. Jyoti Rai	Member	ASH	8700275910
4.	Mr. Ghyanshyam	Member	Registrar	8588899731
5.	Mr. Rajesh Kumar	External Member	Advocate	8447780595
6.	Ms, Payal Banerjee	External Member	Sr.Manager	955553551
7.	Ms.Ayushi goyal	Student member	CSE-3 rd year	8791152923
8.	Ms.Kajal Kansal	Student member	CSE-3 rd year	9258140961

1. Objective of the Women's Grievance Redressal Cell:

The Cell will deal with the cases / complaints of sexual harassment and any other type of harassment of the female students, teaching and non-teaching women staff of the college. The Cell shall process all the individual complaints and take immediate suitable action.

The Cell will provide assistance to administration for taking preventive steps in the matter of gender discrimination and sexual harassment.

The Cell may form / review the guidelines / policy for Redressal of the grievance as required from time to time, which may be in accordance with those issued by Supreme Court.

2. Grievance Procedure:

Any women employee or female student will have the right to lodge a complaint concerning sexual harassment against a male student or the employee of the institute by writing a letter or putting the complaint in the Dy. Director's office.

The complaint will be afforded full confidentiality at this stage.

After receiving the complaint, the Convener shall convene the meeting of the cell.


Director
R.D. Engineering College
Duhai, Ghaziabad

The Convener will appoint investigation committee, Co-Convener will convene the meetings.

The investigation committee shall then decide the course of action to proceed.

The complaint will stand dropped if in accordance to the committee the complaint has not been able to disclose prima-facie an offence of sexual harassment by complainer /her representative.

In case the investigation committee decides to proceed with the complaint, the wishes of the complainer shall be ascertained and if the complainer wishes that a warning will suffice then alleged offender shall be called to the meeting of the committee, heard and if satisfied that a warning is just and proper, he will be warned about his behavior and non-occurrence of it. In case the complainer requests that the complaint should be proceeded with beyond mere a warning, the same may be proceeded with in the manner prescribed hereafter.

3. Procedure for investigation

If the complainer wishes to proceed beyond a mere a warning to the accused, the accused shall be given in writing by the investigation committee an opportunity to explain within one week why he should not be, for good and sufficient reasons, be punished for the act of sexual harassment on his part.

If the written explanation of the accused is not found to be satisfactory or if he does not provide any written explanation, the investigation committee will decide whether the offence deserves a minor penalty or a major penalty.

In the event that the investigation committee deciding that the accused be imposed a minor penalty, the said penalty will be recommended by the investigation committee to the Convener of the cell for decision.

If the investigation committee comes to a conclusion that the accused in case if his guilt proved, should be imposed a major penalty, it shall make recommendation of action. If the accused is an employee, he may be placed under suspension under the provisions of act.

If a person is charged with physical molestation or rape on college / society's premises, he shall be immediately placed under suspension pending the completion of the investigation and enquiry. Appropriate actions can be initiated as per the laws of Indian penal code.

4. Punishment for sexual harassment

Any member of the institute fraternity (student/employee/outsider related to institute) found guilty of sexual harassment shall be liable to be punished. This shall be subject to the same penalties for major or minor misconduct as prescribed under government/ university rules.


Director
R.D. Engineering College
Duhai, Ghaziabad

A student guilty of sexual harassment shall be liable for any of the following penalties:

- a) Warning or reprimand.
- b) Suspension from college for a period of one month.
- c) Debarment from appearing for the examination for a period up to three years.
- d) Rustication from college as the case may be.
- e) Any other punishment as defined by the government/ university act.

5. Protection against Victimization

The committee noted and approved the policy on Protection against Victimization of the Women's Grievance Redressal Cell as following.

- a. In the event of the complainer being a student and the accused being a teacher, during the pendency of the investigation and inquiry and even after such an enquiry if the teacher is found to be guilty, the accused will not act as an examiner for any examination for which the student appears.
- b. In the event the complainer and the accused both being employees, during the pendency of the investigation and enquiry even after such an enquiry if the accused is found to be guilty, the accused shall not write the condition reports of the complainer, if it is otherwise so authorized.

**Contact Details: The Convener,
Women Grievance Cell
R.D. Engineering College, Duhai, Ghaziabad, Uttar Pradesh**

Telephone No. 0120 – 2679301/2/3/4 E. Mail – info@rdec.in


Director
R.D. Engineering College
Duhai, Ghaziabad