



J.P. Institute of Technology

Biyabani, Near-Golapur Airport, Biharsarif, Nalanda - 803101

Recognized by AICTE, New Delhi & Affiliated to SBTE, Govt. of Bihar

Ref. No.

Date.

THE INTERNAL COMPLAINTS COMMITTEE (Anti-Sexual harassment)

The Internal Complaints Committee for **J. P. Institute of Technology**, prevention of sexual harassment of women at workplace, as per 'The Sexual Harassment at Workplace (Prevention, Prohibition and Redressal) Act, 2013' to deal with the sexual harassment complaints of women at workplace:

No.	Name	Designation
1	Prof. Madhu Mala Kumari	Member
2	Sri. Shailesh Kumar	Secretary
3	Sri. Mukesh Kumar	Member
4	Smt. Shashi Pranita Sinha	Member
5	Smt. Vandana Kumari	Member
6	Sri. Purnendu Bhushan	Member
7	Sri. Kumar Gaurav	Member

The committee shall, on receipt of a written complaint, promptly initiate inquiry proceedings as per the directions under the

Sexual Harassment has been defined as: An act of sexual harassment includes any one or more of the unwelcome acts or behaviour, whether directly or by implication:

- Physical contact and advances; or
- A demand or request for sexual favours; or
- Making sexual coloured remarks; or

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Biyabani, Near Golapnagar, Dibrugarh, Assam - 786010

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- iv. Showing pornography; or
- v. Any unwelcome physical, verbal or non-verbal conduct of sexual nature.

Roles and responsibilities:

The committee has to ensure enough steps are taken to create awareness on the topic. If in case any person approaches any of the committee members, the member is immediately required to inform others. A written complaint is required to be taken from the aggrieved person, necessary action to be taken, preferably to settle the matter through counselling and conciliation as soon as possible. In case the matter is not so sorted, inquiry to be conducted and matter to be sorted out within 10 days from the date of complaint. The members to be vigilant all the time and ensure that there is no such incident taking place in campus by creating awareness and having an open dialogue with all the students.


Secretary

Secretary
J.P. Memorial Trust
Biyabani, Bihar Sharif

Sexual Harassment has been defined as: An act of sexual harassment includes any one or more of the following acts or behaviour, whether direct or indirect:-

- i. Physical contact and advances;
- ii. A demand or request for sexual favours;
- iii. Making sexual remarks or suggestive remarks;