

**NOTICE**

**INTERNAL COMPLAINTS COMMITTEE**

In continuation to notice AKGEC/D.O.Notice/28/09-10 dated 9<sup>th</sup> August, 2009 and under the provision of the Sexual Harassment of Women at Prevention, Prohibition and Redressal Act, 2013, the following internal Complaint Committee is reformed with the following composition.

<b>Name &amp; Designation of the Committee Member</b>	<b>Designation</b>
Dr. Shiwani Singhal, Associate Professor, ASH	Chair Person
Prof. I.P. Sharma, Professor, ME	Member
Dr. Anu Chaudhary, Professor, IT	Member
Dr. Vani Bhargava, Associate Professor, EN	Member
Ms. Neelam Chhiber, HR Manager & Staff Officer	Member
Mr. Vishal Goel, CPO	Member
Ms. Anvesha Pandey, Student (3 <sup>rd</sup> Year, EN)	Member
Ms. Aditi Rai, Student (3 <sup>rd</sup> Year, EN)	Member
Ms. Priya Sharma, Student (3 <sup>rd</sup> Year, CSE)	Member

In event of any incident of sexual harassment, lady staff/student may feel free to contact any member of the committee.



**Dr. R.K. Agarwal**  
Director General

Copy to: All Deans, HoDs & Section Incharges  
: Concerned Faculty Members  
: Student's Notice Board



# AJAY KUMAR GARG ENGINEERING COLLEGE

27<sup>th</sup> Km Stone, Delhi-Hapur Bypass Road, Adhyatmik Nagar, Ghaziabad - 201 009

Phones : 8744052891 to 94, 7290034976, 7290034978

Email : info@akgec.ac.in • Website: www.akgec.ac.in

1 May 2023

To

District Probation Officer,  
Room No.123  
Vikas Bhawan  
Ghaziabad

**DESPATCH**  
Sl. No. 28556 Dt. 04/05/23

Reference to letter dated 20<sup>th</sup> May 2017, regarding report of Internal Complaints Committee (ICC) constituted in the college, it is being intimated that no cases of sexual harassment have been reported in the college.

*Rkagarwal*

**Dr. R.K. Agarwal**  
Director General

*A.K.G.*  
Director

**Ajay Kumar Garg Engg. College**  
Ghaziabad

11<sup>th</sup> February 2023

The Director General  
AKGEC,  
Ghaziabad

Sub.: Reimbursement of registration fee

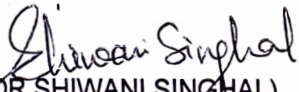
Sir,

As per directions issued by DG sir, AKGEC, I have applied for CII awareness session on PREVENTION OF SEXUAL HARASSMENT OF WOMEN AT WORK (POSH) on Friday 3<sup>rd</sup> March 2023. The registration fee paid by me is Rs. 2242/- (Incl GST).


May kindly get reimbursed Rs 2242/- for the same.

Regards

Yours Sincerely,

  
(DR. SHIWANI SINGHAL)  
AS & HUM.

Approval be granted for re-imbursing  
an amount of Rs 2242 as registration fee  
for the session.

  
11/2/23

Director General

  
Director  
Ajay Kumar Garg Engg. College  
Ghaziabad

Dates : 03 Mar - 03 Mar 2023

Payment received with thanks from

AKGEC

27th KM Milestone, Delhi - Meerut Expy, Ghaziabad, Uttar Pradesh 201009, Ghaziabad, Uttar Pradesh, India, 201009

PAN : NA

Payment mode	CreditCard
Payment reference	a84046a472eee2219747
Transaction Id	11 Feb 2023
Received on	INR 2242.00
Amount paid	

Payment particulars	Delegate Fee (Medium Scale Non-Member)
Participant type	1
Number of participants	INR 2000
Fee	INR 100.00
Early bird discount	INR 1900.00
Net amount	INR 342.00
GST	INR 2242.00
Total amount paid	

Regards

Neha Sharma

ive Officer, Western UP Office

s: CMA Tower, A-2E, Sector 24, ,

Uttar Pradesh, India

1301

1-120-4345972-74/70

91-120-4345973

Director  
Ajay Kumar Garg Engg. College  
Ghaziabad

7534V

31<sup>st</sup> May, 2022

To

District Probation Officer,  
Room No.123  
Vikas Bhawan  
Ghaziabad

**DESPATCH**  
Sl. No. 25017 Dt. 03/06/22

Reference to letter dated 20<sup>th</sup> May 2017 regarding report of Internal Complaints Committee (ICC) constituted in the college, it is being intimated that no cases of sexual harassment have been reported in the college.

**Dr.R.K.Agarwal**  
**DIRECTOR GENERAL**

  
**Director**  
**Ajay Kumar Garg Engg. College**  
**Ghaziabad**



**ACTION TAKEN REPORT ON IMPLEMENTATION OF SEXUAL HARASSMENT OF WOMEN AT WORK PLACE  
(PREVENTION, PROHIBITION, AND REDRESSAL) ACT, 2013**

Ref.: Member Secretary, All India Council for Technical Education letter No. AICTE /Fin/WH/2015-16 dated 03.11.2022.

In reference to the Member Secretary letter cited above several programs on SEXUAL HARASSMENT OF WOMEN AT WORK PLACE (PREVENTION, PROHIBITION, AND REDRESSAL) ACT, 2013 were conducted at Ajay Kumar Garg Engineering College, Ghaziabad during fortnight from 25.11.2022 to 10.12.2022. The action taken is summarized below:

S. No.	Date	Activity	Remarks
1.	25.11.2022	Flexes on gates and college campus and talks for dissemination of the program of celebration of International Day for the elimination of violence against women.	Annexure-1
2.	29.11.2022	Sensitization and Awareness Workshop about the Act 2013 with faculty and staff in the Department of Applied Sciences and Humanities of the college.	Annexure-2
3.	29.11.2022	Sensitization and Awareness Workshop about the Act 2013 with faculty and staff in the Department of Electrical & Electronics and Library of the college.	Annexure-2
4.	30.11.2022	Sensitization and Awareness Workshop about the Act 2013 with faculty and staff in the Department of Electronics and Communication of the college.	Annexure-3
5.	01.12.2022	Sensitization and Awareness Workshop about the Act 2013 with faculty and staff in the Department of Computer Science and Engineering of the college.	Annexure-4
6.	06.12.2022	Sensitization and Awareness Workshop about the Act 2013 with faculty and staff in the Department of Information Technology, Civil Engineering, Mechanical engineering and MCA of the college.	Annexure-5
7.	09.12.2022	Sensitization and Awareness Workshop about the Act 2013 with class-IV employees of the college.	Annexure-6
8.	-	Copy of presentation	Annexure-7

Photographs of the programs and awareness/sensitization documents distributed during the programs are attached as Annexures. An internal complaint committee was already in place at the college, and the entire workshop was conducted by this team during the Pakhwara. However, there is no pending case of sexual harassment at the college.

Submitted for information, please.

**DIRECTOR GENERAL**

- Good.

- Have we sent a report to AICTE as required

Rs  
18/12

*Shuman*  
JCC Team  
Dr. Shivani Singhal  
(IPCL)

*A. G.*  
Director  
Ajay Kumar Garg Engg. College  
Ghaziabad



**Annexure-5**

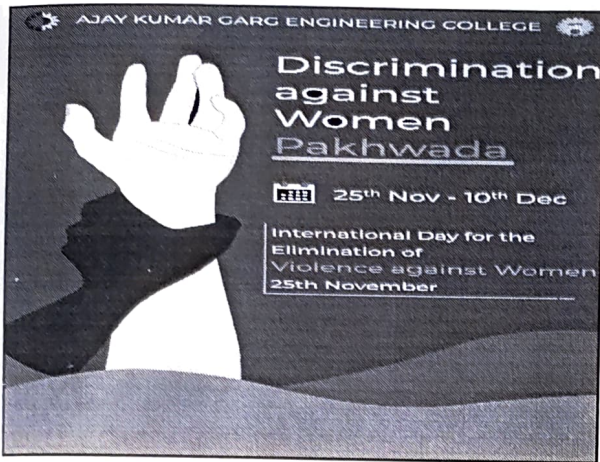


**Annexure-6**



*A.K.*  
Director  
Ajay Kumar Garg Engg. College  
Ghaziabad





**THE SEXUAL HARRASMENT OF  
WOMEN ATWORKPLACE  
(PREVENTION,PROHIBITION AND  
REDRESSAL) ACT,2013**

**PREAMBLE**

- An Act to provide protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto.

- WHEREAS sexual harassment results in violation of the fundamental rights of a woman to equality under articles 14 and 15 of the Constitution of India and her right to life and to live with dignity under article 21 of the Constitution and right to practice any profession or to carry on any occupation, trade or business which includes a right to a safe environment free from sexual harassment;
- AND WHEREAS the protection against sexual harassment and the right to work with dignity are universally recognised human rights by international conventions and instruments such as Convention on the Elimination of all Forms of Discrimination against Women, which has been ratified on the 25th June, 1993 by the Government of India;
- AND WHEREAS it is expedient to make provisions for giving effect to the said Convention for protection of women against sexual harassment at workplace.

*A.K.G.*  
**Director**  
**Ajay Kumar Garg Engg. College**  
**Ghaziabad**



• Features:

(1) This Act may be called the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

(2) It extends to the whole of India.

(3) It shall come into force on such date as the Central Government may, by notification in the Official Gazette, appoint.

(a) "aggrieved woman" means—

(i) In relation to a workplace, a woman, of any age whether employed or not, who alleges to have been subjected to any act of sexual harassment by the respondent;

(ii) in relation to dwelling place or house, a woman of any age who is employed in such a dwelling place or house

• Sexual harassment includes:-

- 1) physical contact and advances
- 2) a demand or request for sexual favours
- 3) making sexually coloured remarks
- 4) any other unwelcomed physical, verbal or non verbal conduct of sexual nature



"workplace" includes—

(i) any department, organisation, undertaking, establishment, enterprise, institution, office, branch or unit which is established, owned, controlled or wholly or substantially financed by funds provided directly or indirectly by the appropriate Government or the local authority or a Government company or a corporation or a co-operative society;

(ii) any private sector organisation or a private venture, undertaking, enterprise, institution, establishment, society, trust, non-governmental organisation, unit or service provider carrying on commercial, professional, vocational, educational, entertainment, industrial, health services or financial activities including production, supply, sale, distribution or service;

(iii) hospitals or nursing homes;

(iv) any sports institute, stadium, sports complex or competition or games venue, whether residential or not used for training, sports or other activities relating thereto;

(v) any place visited by the employee arising out of or during the course of employment including transportation by the employer for undertaking such journey;

(vi) a dwelling place or a house;

Director

Ajay Kumar Garg Engg. College  
Ghaziabad

**Conciliation.—**

*(1) The Internal Committee or, as the case may be, the Local Committee, may, before initiating an inquiry under section 11 and at the request of the aggrieved woman take steps to settle the matter between her and the respondent through conciliation:*

Provided that no monetary settlement shall be made as a basis of conciliation.

**INQUIRY TO COMPLAINT**

Subject to the provisions of section 10, the Internal Committee or the Local Committee, as the case may be, shall, where the respondent is an employee, proceed to make inquiry into the complaint in accordance with the provisions of the service rules applicable to the respondent and where no such rules exist, in such manner as may be prescribed or in case of a domestic worker, the Local Committee shall, if *prima facie case exist, forward the complaint to the police, within a period of seven days for registering the case under section 509 of the Indian Penal Code (45 of 1860), and any other relevant provisions of the said Code where applicable:*

• During the pendency of an inquiry on a written request made by the women, the committee may recommend to the employer to :-

- 1)transfer the women or the respondent to any other workplace
- 2)grant leave to the woman up to a period of 3 months
- 3)grant such other relief to the woman a may be prescribed.

**Action during pendency of inquiry.—**

*(1) During the pendency of an inquiry on a written request made by the aggrieved woman, the Internal Committee or the local Committee, as the case may be, may recommend to the employer to—*

- (a) transfer the aggrieved woman or the respondent to any other workplace; or*
- (b) grant leave to the aggrieved woman up to a period of three months; or*
- (c) grant such other relief to the aarrieved woman a may be prescribe*

**Director**  
**Ajay Kumar Garg Engg. College**  
**Ghaziabad**

**Prevention of sexual harassment.—**

- (1) No woman shall be subjected to sexual harassment at any workplace.
- (2) The following circumstances, among other circumstances, if it occurs, or is present in relation to or connected with any act or behavior of sexual harassment may amount to sexual harassment:—
  - (i) implied or explicit promise of preferential treatment in her employment; or
  - (ii) implied or explicit threat of detrimental treatment in her employment; or
  - (iii) implied or explicit threat about her present or future employment status; or
  - (iv) interference with her work or creating an intimidating or offensive or hostile work environment for her; or
  - (v) humiliating treatment likely to affect her health or safety.

**Constitution of Internal Complaints Committee—**

- (1) Every employer of a workplace shall, by an order in writing, constitute a Committee to be known as the "Internal Complaints Committee"
- The Internal Committees shall consist of the following members to be nominated by the employer, namely: —
- (a) a Presiding Officer who shall be a woman employed at a senior level at workplace from amongst the employees;
  - (b) not less than two Members from amongst employees preferably committed to the cause of women or who have had experience in social work or have legal knowledge;
  - (c) one member from amongst non-governmental organisations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment.
- Provided that at least one-half of the total Members so nominated shall be women.

**Local Committee—**

- (1) Every District Officer shall constitute in the district concerned, a committee to be known as the " to receive complaints of sexual harassment from establishments where the 1[Internal Committee] has not been constituted due to having less than ten workers or if the complaint is against the employer himself.
- (2) The District Officer shall designate one nodal officer in every block, taluka and tehsil in rural or tribal area and ward or municipality in the urban area, to receive complaints and forward the same to the concerned 2[Local Committee] within a period of seven days.
- (3) The jurisdiction of the 2[Local Committee] shall extend to the areas of the district where it is constituted.

**COMPLAINT**

- Any women may make a writing complaint to the committee within a period of 3 months from the date of incident and in case of series of incidents 3 months from the last day of incident.
- If the women is not able to make a complaint on account of her physical or mental incapacity her legal heir or such other person can do so.



*AJ*

**Director**  
**Ajay Kumar Garg Engg. College**  
**Ghaziabad**



# AJAY KUMAR GARG ENGINEERING COLLEGE, GHAZIABAD

26<sup>th</sup> November 2022

## Implementation of Sexual Harassment of Woman at workplace (Prevention, Prohibition and Redressal) Act, 2013

With Reference to letter dated 3<sup>rd</sup> Nov 2022 from Director General Sir, College is organizing 15 days "Pakhwada" between 25<sup>th</sup> Nov 2022 to 10<sup>th</sup> December 2022. It is an Awareness Program to make the women workforce aware of rules and methods to prevent, prohibit and redress about Sexual Harassment of Woman at workplace. The Objective of the "Pakhwada" is to educate and sanitize them about the preventive and curative along with the related Act, to keep the Environment of the workplace safe and secure in the pursuit of the above purpose, The following Enlisted Programs are to be executed. We request the HoDs of the various Departments to ensure the presence of all female faculty and staff in their Departmental Office on Respective dates and the functioning of the projector to facilitate the smooth execution of the lecture through a representative Member. Detail of the Events is enlisted for your kind Reference. Department can be in touch with ICC members for any query or suggestions further.

Thanks & Regards,

*Shiwani*  
ICC Team (Dr. Shiwani) Ph no: 9560887940  
Dr Anupma Ph. no: 9860450322

- CC: 1. All HoDs  
2. Dean Admin – for necessary action  
3. Dean Library – for photographs  
4. Dean Hostel

*Jain Singh* CE  
26/11/22

*S (GND)*  
26/11/2022

*Dr. J.T.*  
26/11/22

*Co*  
MF  
(200/19)

*ECE*  
26/11/22

*Taru*  
*A.S.*  
Director  
Ajay Kumar Garg Engg. College  
Ghaziabad

*26-11*

*11/11*

Date: 21.11.2022

**Sub.: Implementation of Sexual Harassment of women at Workplace (Prevention, Prohibition and Redressal) Act, 2013**

In referenceto the letter received from Member Secretary/ AICTE bearing F.No. AICTE/Fin/WH/2015-16 dated 03/11/22,on the subject matter, the proposed activities are as below:

DATE	ACTIVITY
25/11/22 (Friday)	Board Flex at the entrance gate and back block area 6
28/11/22 (Monday)	Awareness workshop about Act 2013 with <b>Applied Science and Humanities</b> faculty and staff from 10:10 to 11:00 am by ICC team.
29/11/22 (Tuesday)	Awareness workshop about Act 2013 with <b>Electrical and Electronics</b> faculty and staff from 10:10 to 11:00 am by ICC team.
30/11/22 (Wednesday)	. Awareness workshop about Act 2013 with <b>Electronics and communications</b> faculty and staff from 10:10 to 11:00 am by ICC team.
01/12/22 (Thursday)	Awareness workshop about Act 2013 with <b>Computer science and engineering</b> faculty and staff from 10:10 to 11:00 am by ICC team.
02/12/22 (Friday)	Awareness workshop about Act 2013 with <b>Information technology</b> faculty and staff from 10:10 to 11:00 am by ICC team.
05/12/22 (Monday)	Awareness workshop about Act 2013 with <b>Mechanical Engineering and Civil Engineering</b> faculty and staff from 10:10 to 11:00 am by ICC team.
06/12/22 (Tuesday)	Awareness workshop about Act 2013 with <b>MCA</b> faculty from 10:10 to 11:00 am by ICC team.
09/12/22 (Friday)	Video-based awareness workshop about Act 2013 from 10:10 to 11:00 am by ICC team.

- All of the above activities will be held in their respective departments.
- Approximate expenses: cost of board flexes + Xerox of Act 2013 given at AICTE site.

May kindly approve the same, if agreed.

~~DIRECTOR GENERAL~~

App  
Re  
22/11.

AD  
Director  
Ajay Kumar Garg Engg. College  
Ghaziabad

# AJAY KUMAR GARG ENGINEERING COLLEGE

1<sup>st</sup> October, 2021

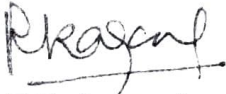
## NOTICE

### Internal Complaints Committee

In continuation of notice AKGEC/D.O. Notice/28/09-10 dated 9 August, 2009 and under the provisions of the Sexual Harassment of Women at Work place Prevention, Prohibition and Redressal Act, 2013, the following Internal Complaints Committee is reformed with the following composition

- |   |                   |
|---|-------------------|
| 1. Dr Shiwani Singhal (Associate Prof., Department of AS&Hum) | Presiding Officer |
| 2. Dr Mamta Bhusry (Professor , Department of CSE)            | Member            |
| 3. Prof. I.P. Sharma (Dean Hostels)                           | Member            |
| 4. Dr Anupma Sharma (Associate Prof., Department of IT)       | Member            |
| 5. Dr Sangeeta Chandna (Dietician, Hospital Administrator)    | External Member   |

In event of any incident of sexual harassment, lady staff/student may feel free to contact any member of the committee.



Dr.R.K. Agarwal  
DIRECTOR GENERAL

CC: AU HOD's, Deans & Section Incharges  
: Notice Boards  
: Committee Members



Director  
Ajay Kumar Garg Engg. College  
Ghaziabad



# AJAY KUMAR GARG ENGINEERING COLLEGE

## WORKING RULES FOR INTERNAL COMPLAINTS COMMITTEE

### What is meant by Sexual Harassment at Workplace

On 13th August 1997, the Supreme Court of India held that sexual harassment of women is a violation of the fundamental rights of women to work in a safe environment. The Supreme Court has defined "sexual harassment" to include any one or more of the following acts or behaviour (whether directly or by implication), namely:

- Physical contact and advances
- Demand or request for sexual favours
- Sexually oriented remarks
- Showing pornography
- Use of electronic media (phone, internet, intranet) for perpetrating any of the above
- Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature

The following circumstances, among other circumstances, if they occur or are connected with any act or behaviour against the woman may also amount to sexual harassment:

- implied or explicit promise of preferential treatment in employment
- implied or explicit threat of detrimental treatment in employment
- implied or explicit threat about her present or future employment status
- interference with work or creating an intimidating or offensive or hostile work environment for her
- humiliating treatment likely to affect her health or safety

  
Director  
Ajay Kumar Garg Engg. College  
Ghaziabad

# AJAY KUMAR GARG ENGINEERING COLLEGE

## WORKING RULES FOR INTERNAL COMPLAINTS COMMITTEE

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Director  
Ajay Kumar Garg Engg. College  
Ghaziabad



## Working Rules

In pursuance of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 and the Rules framed there under, the Institute hereby adopts the following procedure for determining complaints filed to the Internal Complaints Committee (ICC) constituted under the Act.

The role of the ICC is to act as Inquiry Authority on a complaint of sexual harassment and to ensure that complainant and witnesses are not victimized or discriminated because of their complaint.

1. Any aggrieved woman (complainant) may make, in writing, a complaint of sexual harassment at work place to the ICC, within a period of three months from the date of incident and in case of a series of incidents, within a period of three months from the date of last incident. The complaint may be accompanied with list of witnesses and supporting documents.

Additional documents and list of witnesses may be submitted at a later stage during the proceedings.

2. An immediate meeting of the ICC shall be called for discussing the matter.
3. The Committee shall discuss and decide on its jurisdiction to deal with the case or reject the complaint prima facie. In case of rejecting the case, the committee shall recommend to the Institute that no action is required to be taken in the matter.
4. Notice shall be issued to the respondent within 7 working days of receipt of the complaint and 10 working days shall be given for submission of reply (along with the list of witnesses and documents).
5. The Committee may, before initiating an inquiry, with consent of the aggrieved woman, take steps to settle the matter between her and the respondent through conciliation.
6. No monetary settlement shall be made as the basis of conciliation. Where a settlement has been arrived at, the ICC shall record the settlement so arrived and forward the same to the Institute for necessary compliance.
7. The Committee shall provide the copies of the settlement as recorded under (6) to the aggrieved woman and the respondent arrived at, no further inquiry shall be conducted by

  
Director  
Ajay Kumar Garg Engg. College  
Ghaziabad



8. Based on the seriousness of the case, the ICC, as an interim measure, may recommend
  - a) the transfer of the aggrieved woman or the respondent to another section or Department as deemed fit by the Committee.
  - b) grant leave to the aggrieved woman upto a period of three months
  - c) restrain the respondent from exercising any administrative authority or supervision or academic evaluation of the aggrieved woman.
  - d) grant such other relief to the aggrieved woman as the case may require.
9. The Committee shall proceed to make inquiry into the complaint in accordance with the provisions of the service rules applicable to the respondent considering sexual harassment as misconduct.
10. The committee shall hold meetings for conducting the enquiry. The respondent, the aggrieved woman, and the witnesses shall be intimated at least 7 working days in advance in writing of the date, time and venue of the enquiry proceedings.
11. The Committee shall provide reasonable opportunity to the aggrieved woman and the respondent for presenting and defending her/his case.
12. The Committee may call any person to appear as a witness if it is of the opinion that it shall be in the interest of justice.
13. The Committee shall have the right to summon, as many times as required, the respondent, aggrieved woman and/or any witnesses for the purpose of supplementary testimony and/or clarifications.
14. The Committee shall have the power to summon any official papers or documents pertaining to the aggrieved woman as well as the respondent.

  
Director  
Ajay Kumar Garg Engg. College  
Ghaziabad

15. All proceedings of the ICC shall be recorded in writing. The record of the proceedings and the statements of witnesses shall be endorsed by the persons concerned as well as the committee members.
16. After concluding its investigation, the Committee shall submit a detailed reasoned report to the Institute.
17. If the Committee finds no merit in the allegations, it shall report to the Institute.
18. If the allegation(s) against the respondent are proved, the Institute shall initiate one or more actions against the respondent.
  - a. A written apology
  - b. Warning
  - c. Reprimand or censure
  - d. Withholding of promotion
  - e. Withholding of pay rise or increments
  - f. Undergoing a counseling session
  - g. Terminating the respondent from service
  - i. Payment of compensation
  - j. Any other punishment according to the service rules applicable to the respondent
19. When the Committee arrives at the conclusion that the allegation against the respondent is malicious or the complainant has made the complaint knowing it to be false or the complainant has produced any forged or misleading document(s) or the witness has given misleading statement(s) / document(s), it may recommend to the Institute to take action against such falsification.
20. A report pertaining to action taken against the respondent or complainant (in case of false complaint) shall be filed by the Institute to the ICC within 30 days of the completion of inquiry.
21. The identity of the aggrieved woman, respondent, witnesses and proceedings of the Committee and its recommendations and the action taken by the Institute shall not be published, communicated or made known to the public, press or media in any manner and it will be outside the purview of the Right to Information Act, 2005.

  
Director  
Ajay Kumar Garg Engg. College  
Ghaziabad

22. The aggrieved woman or respondent may prefer an appeal to the competent authority.

RK Agarwal

**Dr. R.K. Agarwal**  
**Director**

**Cc: Committee Members : Dr. Mamta Bhusry, Dr. Shiwani Singhal, Dr. Anu Chaudhary, Ms. Snehlata Kaul, Dr. Jyoti Chopra**

AJG

**Director**  
**Ajay Kumar Garg Engg. College**  
**Ghaziabad**