

Registrar
1) Exe. orders

Tele No: 0657-2373629 (O)
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Email: registrar@nitjsr.ac.in

NATIONAL INSTITUTE OF TECHNOLOGY JAMSHEDPUR

Jamshedpur – 831014, Jharkhand (State), India

(An Institution of National Importance under MHRD, Government of India)

O.O. No. NITJSR/REG/CD/2015-16/2193

Date-25/02/2016

In accordance to Section 4(I) of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (14 of 2013) and OM dated 21.07.2009 in F.No.11013/3/2009-Esst.(A) issued by the Department of Personnel & Training, Government of India, an Internal Complaints Committee (ICC) consisting of following persons is constituted to inquire into the complaints of sexual harassment of female employees and female students of the institute.

1. Dr. (Mrs.) Manindar Kapoor, HOD (HSSM), NIT Jamshedpur - Chairperson
2. Dr. (Mrs.) Rina Sahu, Deptt. of Met. & Mat. Engg. NIT Jamshedpur- Member
3. Dr. (Mrs.) Prabha Chand, HOD (Mech. Engg.) NIT Jamshedpur - Member
4. Prof. (Mrs.) Smitu Malhotra, XLRI, Jamshedpur - Member
5. Prof. Dilbag Singh Broca, XLRI, Jamshedpur - Member
6. Mr. Deepak Kr. Chaurasia, Security Officer NIT Jamshedpur - Member
7. Dr. Raj Ballav, Dy. Registrar (Establishment) NIT Jamshedpur - Member Secretary

Who can approach ICC for help?

Any NIT Jamshedpur female employee (faculty, student or staff)

Definition of Sexual Harassment:

"Sexual harassment" includes such unwelcome sexually determined behavior, whether directly or otherwise, as:

- Physical contact and advances
- Demand or request for sexual favours
- Sexually coloured remarks
- Showing any pornography, or
- Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature

What are the possible actions that can be taken against the respondent?

- Warning
- Written apology
- Bond of good behaviour
- Adverse remark in the Confidential Report
- Stopping of increments/promotion
- Suspension
- Dismissal
- Any other relevant mechanism

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N. S. Choudhary
05/03/16

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-: 2 :-

If you are harassed, what should you do?

- The complaint shall be submitted to the ICC, at the time of filing the complaint, six copies of the complaint along with supporting documents and the names and addresses of the witnesses. You can reach the Chairperson, ICC at chairperson.icc@nitjsr.ac.in

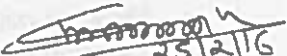
Rest assured that your complaint will be kept **CONFIDENTIAL**

Inquiry process:

- The inquiry shall be complete within a period of ninety days from the date of the complaint
- On completion of the inquiry, the Internal Committee shall provide a report of its findings to the employer within a period of ten days from the date of completion of the inquiry and such report be made available to the concerned parties.
- If the allegations against the respondent have been proved, it shall recommend punitive actions to be taken against the respondent to the employer.
- The employer shall act upon the recommendation within sixty days of its receipt by him

Useful Reading Materials: (available on Institute website)

- Sexual Harassment of women at Workplace (Prevention, Prohibition and Redressal) Act and Rules, the 9th December, 2013
Notification and Act Handbook
- Office memorandum, New Delhi, the 21st July, 2009 No. 11013/3/2009-Estt.(A) issued by the Department of Personnel and Training, Government of India


-Registrar (I/c)

Copy to:

1. Office of the Director for favour of kind information
 2. All Deans
 3. All HODs / HOCs / HOSs
 4. Finance Officer
 5. Deputy Registrar (Estt.)
 6. All Wardens through Chief Wardens
 7. Persons concerned.
 8. PI (Website)
- for information and necessary action