OFFICE OF THE PRINCIPAL GOVT POLYTECHNIC, RAJPUR-SADHAURA, YNR

OFFICE ORDER NO 624 DATED: 11/11/26

Subject: Constitution of Internal Complaints Committee (ICC) for Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees (POSHE) and Students.

In accordance with the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, the applicable Rules, 2013, and the relevant AICTE/UGC regulations and guidelines, an Internal Complaints Committee (ICC) is hereby constituted/reconstituted at Govt Polytechnic Rajpur, with the following members:

Internal Complaints Committee (ICC)

S.N.	Name & Designation	Role in ICC
1.	Smt. Abha Bansal, Off. Principal	Presiding Officer / Chairperson
2.	Sh. Dev Suman Verma, Senior Lecturer	Member
3.	Sh. Sandeep Tanwar, Senior Lecturer	Member
4.	Smt. Binny Gaba, Guest Faculty	Member
5.	Smt. Sapna, Guest faculty	Member
6.	Smt. Rita Rani, Peon	Non Teaching Member
7.	Mr. Rakesh Kumar (NGO Member)	External Member
8.	Vandana D/o Sh. Suresh Kumar (**242570700028**)	Student Representative
9.	Chetan S/o Sh. Jai Kumar (**252570726002**)	Student Representative

The Internal Complaints Committee shall perform the following functions:

1. Receive and deal with complaints relating to sexual harassment in accordance with applicable laws, rules and regulations.
2. Provide an effective mechanism for the prevention, prohibition and redressal of complaints of sexual harassment of women employees and students.
3. Maintain confidentiality of complaints, proceedings and related records as required under law.
4. Conduct awareness, sensitization and orientation programmes for employees and students regarding prevention of sexual harassment.
5. Take appropriate action and make recommendations in accordance with applicable statutory provisions.
6. Maintain proper records of complaints received, proceedings conducted and actions taken by the Committee.
7. Submit reports as required under the applicable Act, Rules and AICTE/UGC regulations.

The Committee shall function in accordance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, the applicable Rules, AICTE Regulations, 2016, UGC Regulations, 2015, and instructions issued by the competent authorities from time to time.

All Heads of Departments, faculty members, staff and students are directed to extend necessary cooperation to the Committee in the discharge of its duties.

This order shall come into force with immediate effect.

Principal
Govt Polytechnic
Rajpur-Sadhaura
Yamuna Nagar
Dated:

Endst. No.:

A copy of the above is forwarded to the following for information and necessary action:

1. All members of the Internal Complaints Committee,
2. All HoD
3. Student Notice board
4. Institute Website.
5. Office Record.