

## COMMITTEES OF IILM UNIVERSITY

### Internal Complaints Committee

With reference to the Judgments of Hon'ble Supreme Court of India in Vishaka & others vs. State of Rajasthan case, to prevent Sexual Harassment of women at work place a complaint committee comprising of following members to look into all such matters as mentioned below is formed:

S.No.	Names	Designation	Qualification
1	Mr Sanjay Subarna	Presiding Officer	Vice President & Director
2	Dr Asha Verma	Member	Dean
3	Dr Manisha Joshi	Member	Dean
4	Dr Hima Gupta	Member	Dean
5	Ms Shriya Vasisht	Member	Counsellor
6	Col Lalit Kapoor (Retd)	Member	Registrar
7	Asha Jaiswal	Member	NGO
8	Dr Sona Vikas	Member	Faculty
9	Ms Runjhun Ghosh	Member	Student PG
10	Ms Riya Singh	Member	Student UG

As Women working/ studying at IILM University, Gurugram, if you have been sexually harassed in any of the forms is given below: -

- a) Physical contact and advances.
- b) A demand or request for sexual favor.
- c) Sexually colored remarks.
- d) Showing pornography.
- e) Any other unwelcome gestures-verbal or non-conduct of sexual nature.

For any complaints/ suggestions, employee & student may contact / write to Vice Chancellor, Dr. Sujata Shahi at 012- 2775631, [sujata.shahi@iilm.edu](mailto:sujata.shahi@iilm.edu)

### Jurisdiction

All members of staff; teaching or non-teaching and all students studying in IILM University are subject to the jurisdiction of this committee.

#### Conducting Enquiry by the Internal Complaints Committee

- i) Any person aggrieved shall prefer a complaint before the Internal Complaints Committee at the earliest point of time and in any case within 15 days from the date of occurrence of the alleged incident.
- ii) The complaint shall contain all the material and relevant details concerning the alleged sexual harassment including the names of the contravene or and the complaint shall be addressed to the Complaints Committee.
- iii) If the complainant feels that she cannot disclose her identity for any particular reason the complainant shall address the complaint to the Vice Chancellor and hand over the same in person or in a sealed cover. Upon receipt of such complaint the Vice Chancellor shall retain the original complaint with himself/herself and send to the Complaints Committee a gist of the complaint containing all material and relevant details, other than the name of the complainant and other details, which might disclose the identity of the complainant.
- iv) The Complaints Committee shall take immediate necessary action to cause an enquiry to be made discreetly or hold an enquiry, if necessary.
- v) The Complaints Committee shall after examination of the complaint submit its recommendations to the Vice Chancellor recommending the penalty to be imposed.
- vi) Vice Chancellor upon receipt of the report from the Complaints Committee shall after giving an opportunity of being heard to the persons complained against, confirm with or without modification the penalty recommended after duly following the prescribed procedure
- vii) In cases, pertaining to the officer holding the posts of Asstt. Registrar / Lecturers or above the case shall be submitted to the Board of Management / Governing Body of the University.

#### **Disciplinary Committee**

Disciplinary Committee will comprise of the following members: -

<b>S.No.</b>	<b>Name</b>	<b>Designation</b>	<b>Qualification</b>
1	Mr Sanjay Subarna	Chairperson	Vice President & Director

2	Dr Hima Gupta	Member	Dean
3	Dr Asha Verma	Member	Dean
4	Dr Manisha Joshi	Member	Dean
5	Prof Nitika Seth	Member	Senior Faculty
6	Col Lalit Kapoor (Retd)	Member	Registrar

## **Committee Role and Responsibilities**

### **Ongoing Activities**

1. Maintain transparency, non-bias opinion and confidentiality.
2. Review and finalize all meeting minutes in advance of Committee member circulation.
3. Sign all records, reports, member decision letters and /or other forms related to the Committee activities.

### **During the Meetings**

1. Ensure all Committee members have the opportunity to actively participate in Committee discussions, decisions and motions; and manage controversy.
2. Ensure member secretary has documented the proceedings:
  - a) All main points of the meeting's discussions
  - b) Action items
  - c) Motions / decision made by Committee
  - d) Meeting start and end time
3. Set future meeting dates.

### **Acts of indiscipline and misconduct**

Without prejudice to the generality of the power to maintain and enforce discipline the following shall amount to acts of indiscipline or misconduct on the part of a student of the University and affiliated colleges and institutions: -

- (i) Physical assault, or threat to use physical force, against any member of the teaching or non-teaching staff of the University or an affiliated college or institution or against any student of the University.

- (ii) Remaining absent from the class, test or examination or any other curricular or co-curricular activity which he is expected to participate in;
- (iii) Carrying of, use of or threat to use, any weapon;
- (iv) Misbehavior or cruelty towards any other student, teacher or any other employee of the University, a college or institution;
- (v) Use of drugs or other intoxicants except those prescribed by a qualified doctor;
- (vi) Any violation of the provisions of the Civil Rights Protection Act, 1976;
- (vii) Indulging in or encouraging violence or any conduct which involves moral turpitude;
- (viii) Any form of gambling;
- (ix) Violation of the status, dignity and honor of a student belonging to a scheduled caste or a scheduled tribe;
- (x) Discrimination against any student or a member of staff on grounds of caste, creed, language, place of origin, social and cultural background or any of them;
- (xi) Practicing casteism and untouchability in any form or inciting any other person to do so;
- (xii) Any act, whether verbal or otherwise, derogatory to women;
- (xiii) Drinking or smoking;
- (xiv) Any attempt at bribing or corruption of any manner or description;
- (xv) Willful destruction of the property of the University;
- (xvi) Behaving in a rowdy, intemperate or disorderly manner in the premises of the University or encouraging or inciting any other person to do so;
- (xvii) Creating discord, ill-will or intolerance among the students on sectarian or communal grounds or inciting any other student to do so;
- (xviii) Causing disruption of any manner or description of the academic functioning of the University system;
- (xix) Indulging in or encouraging any form of disruptive activity connected with tests, examinations or any other activity of the University.
- (xx) Truancy and unpunctuality;

### **Anti- Ragging Committee**

Anti-Ragging Committee comprising of the following members: -

<b>S.No.</b>	<b>Name</b>	<b>Designation</b>	<b>Qualification</b>
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1	Dr Sujata Shahi	Chairperson	Vice Chancellor
2	Mr Sanjay Subarna	Member	Vice President & Director
3	Dr Saima Rizvi	Member	Senior Faculty
4	Dr Manisha Joshi	Member	Dean
5	Dr Asha Verma	Member	Dean
6	Prof Nitika Seth	Member	Senior Faculty
7	Dr Hima Gupta	Member	Dean
8	Dr Kamna Yadav	Member	Senior Faculty
9	Col Lalit Kapoor (Retd)	Member	Registrar
10	SHO – Sushant Lok	Member	Representative Administration Police
11	To be nominated	Member	Representative Local Media
12	Ms Asha Jaiswal	Member	Representative NGO
13	Ms Runjhun Ghosh	Member	Representative Senior Student
14	Ms Shriya Vasisht	Member	Counsellor
15	Ms Riya Singh	Member	Representative Fresher Student
16	To be Nominated	Member	Representative Parents

### **Ragging**

1. “Ragging” means display of disorderly conduct, doing any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear or shame or embarrassment to a student in any college/institution.
2. “Ragging” in any form inside or outside the campus is banned.
3. Any student found indulging in ragging will be summarily expelled from the college.
4. Person found guilty of ragging could be punished with rigorous imprisonment for three year/fine of 25,000/- INR or both depending upon the degree of severity of the offence, as per the Law.

### **Responsibilities of Anti Ragging Committee**

1. Committee will be Responsible for the following in their areas.
2. They will carry out surprise checks in probable areas of ragging.
3. Ensure anti ragging instructions are displayed at prominent places in their areas of control.

4. The Committee member will collect the updated list of student including their latest address and phone no's in respect of the classes
5. For communication with the in-charge of Anti-Ragging the following telephone no is furnished Dr. Sujata Shahi at 0124-2775631, [sujata.shahi@iilm.edu](mailto:sujata.shahi@iilm.edu)

### **Committee For Redressal Of Grievances**

A Grievance Redressal committee has been formed in the University to settle genuine grievances of students, staff and parents up to a satisfaction level so as to create a healthy relationship among the students, parents' employees and employer. The grievance will include any matter relating to student and staff. The committee is requested to contribute effectively to dispose the grievances at the earliest.

Student Grievances Redressal in compliance of DO. No. F-1-2/2012 (Website) dated September 3, 2014 of University Grants Commission, New Delhi, the students' grievances can be submitted to the committee, members are as follows:

<b>S.No.</b>	<b>Names</b>	<b>Designation</b>	<b>Qualification</b>
1	Mr Sanjay Subarna	Chairman	Vice President & Director
2	Dr Manisha Joshi	Member	Dean
3	Dr Sona Vikas	Member	Faculty
4	Dr Asha Verma	Member	Dean
5	Dr Hima Gupta	Member	Dean
6	Prof Nitika Seth	Member	Faculty
5	Mr Akshay	Member (Special Invitee)	Student
6		OMBUDSMAN	

### **Addressing of Grievance**

1. Written Grievance needs to be submitted by the student of the University to the Grievance committee.

2. The committee is required to complete the hearing and submit its decision within 5 working days, from the date of receipt of the complaint.
3. If the student is not satisfied, he/ she has a right to appeal in writing against the decision of the Grievance Committee to the VC. Appeal should be sent by student within five working days of the said decision. The decision will be communicated to the students by the office of VC.
4. Registrar of the University to check the Grievance Register every week. Report to the Vice Chancellor of the University.

### **Committee For Prevention Of Caste Based Discrimination**

In order to prevent caste-based discrimination and other forms of discrimination. IILM University has constituted the Anti-Discrimination Committee. The members of this committee shall desist from any act of discrimination against SC/ST students on grounds of their social origin. It would ensure that no official/faculty members indulge in any kind of discrimination against any community or category of students.

The Committee would look into the discrimination complaints received from SC/ST/OBC students/Teachers and the non-teaching staff:

<b>Sr.No.</b>	<b>Names</b>	<b>Committee Position</b>	<b>Designation</b>
1	Dr Sujata Shahi	Chairperson	Vice-Chancellor
2	Mr Sanjay Subarna	Member	Vice President & Director
3	Dr Hima Gupta	Member	Dean
4	Dr Manisha Joshi	Member	Dean
5	Dr Kamna Yadav	Member	Faculty
6	Dr Asha Verma	Member	Dean
7	Prof Nitika Seth	Member	Faculty
8	Col Lalit Kapoor (Retd)	Member	Registrar
9	Dr Kirti Maheshwari	Member	PhD Scholar
10	Ms Shahana Qutub	Member	PhD Scholar