



VISHVESHWARYA GROUP OF INSTITUTIONS

Affiliated to AKTU, Lucknow (U.P) | CCS University, Meerut (U.P)
Technical Campus, Approved by AICTE / UGC / PCI / BTE / BCI
Approved by Ministry of Education, Govt. of India



Ref: VGI/Director/2026/43

Dated: 01.08.2026

INTERNAL COMPLAINT COMMITTEE (Women's Anti-Harassment Cell)

The **Internal Complaints Committee (ICC)** is formed according to the provisions of The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, UGC (Prevention, prohibition, and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015 and No. F.AICTE/WH/2016/01.—All India Council for Technical Education (Gender Sensitization, Prevention, and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in Technical Institutions) Regulations, 2016.

The Internal Complaint Committee has been formed in Vishveshwarya Group of Institutions (VGI) strictly following the AICTE guidelines. The Internal Complaint Committee (ICC) looks after any complaints made by students and staff members related to gender inequality or sexual harassment. The committee mostly accepts the complaints from the victim in written mode and keeps them confidential so that the victim in no way gets influenced to withdraw the complaints under the pressure of the offender(s).

Any case of sexual harassment or assault in any form is dealt with strictness by the committee. The committee not only takes punitive measures against the offenders of sexual harassment but also takes initiative to promote awareness about it through sensitization programs. The ICC addresses the issues on an emergency basis and takes prompt action. Thus, due to this quick redressal system, the students and staff feel completely safe within the campus.

The ICC at VGI Consists of the following members:

S No	Name	Role in Committee	Designation	Phone No.
1.	Dr. Manisha Saxena	Chairperson	Professor, Deptt of Management	9540276502 icc@vgi.ac.in
2.	Dr. V K Singh	Member	Professor	9917094270
3.	Ms. Pooja Sagar	Member	Dy. HOD-MBA	9634518996
4.	Mr. Imran Ullah Khan	Member	Asstt. Professor	9758757908
5.	Ms. Sapna	Member	Asstt. Professor	8527080321
6.	Ms. Tanu Sharma	Member	Asstt. Professor	6397264590
7.	Ms. Hema Trivedi	Member	Librarian	9310056063
8.	Ms. Aditi Gupta	Member	Asstt. Professor	6395814656
9.	Dr. Jasvendra Tyagi	Member	Asstt. Professor	7906179183
10.	Ms. Akansha Sharma	Member	Student	
11.	Ms. Disha	Member	Student	
12.	Ms. Alpana Kaushik	External Member (NGO)		9212812466

THE OBJECTIVES OF THE COMMITTEE:

- To promote awareness about sexual harassment through educational initiatives that encourage and foster a respectful and safe campus environment.
- To ensure that students, faculty and staff are provided with current and comprehensive materials on sexual harassment and assault.
- To provide a neutral, confidential, and supportive environment for victims of sexual abuse (if any).
- To advise complainants of the informal and formal means of resolution as specified by the Cell.
- Deal with cases of discrimination and sexual harassment against women, in a time-bound manner, aiming at ensuring support services to the victimized and termination of the harassment.
- Recommend appropriate punitive action against the guilty party.
- To provide information regarding counselling and support services on our campus.

Responsibilities of the Internal Complaints Committee (ICC)

The Internal Complaints Committee shall:

1. Provide assistance if an employee or a student chooses to file a complaint with the police;
2. Provide mechanisms of dispute redressal and dialogue to anticipate and address issues through just and fair conciliation without undermining the complainant's rights, and minimize the need for purely punitive approaches that lead to further resentment, alienation or violence;
3. Protect the safety of the complainant by not divulging the person's identity, and provide the mandatory relief by way of sanctioned leave or relaxation of attendance requirement or transfer to another department or supervisor as required during the pendency of the complaint, or also provide for the transfer of the offender;
4. Ensure that victims or witnesses are not victimized or discriminated against while dealing with complaints of sexual harassment; and
5. Ensure prohibition of retaliation or adverse action against a covered individual because the employee or the student is engaged in protected activity.

Procedure for receiving a Complaint

- An aggrieved student/staff can submit the application seeking redressal of grievance to the ICC chairperson by email at icc@vgi.ac.in
- Anyone with a genuine grievance may approach the department Proctorial board members in person, or in consultation with the class mentor/In-charge.

- In case the person is unwilling to appear in self, grievances may be dropped in writing at the suggestion box at administrative block.
- The cases will be attended promptly on receipt of written grievances from the students and has been properly solved in a stipulated time limit.
- On receipt of a complaint ICC shall conduct a preliminary inquiry so as to ascertain the truth of the allegations by collecting the documentary evidence as well as recording statements of any possible witnesses including the complainant. ICC shall then submit the preliminary inquiry report to Director along with all the original documents collected during the preliminary inquiry proceedings. In case the allegations are not in the nature of sexual harassment, ICC may refer such complaints to the Proctorial board.
- Where sexual harassment occurs as a result of an act or omission by any third party or outsider, ICC shall take all steps necessary to assist the affected person in terms of support and preventive action. ICC shall comply with the procedure prescribed in the aforementioned UGC Regulations 2015, AICTE regulations, 2016, and the Sexual Harassment Act for inquiring into the complaint in a time-bound manner.
- If ICC concludes that the allegations made were false, malicious or the complaint was made knowing it to be untrue or forged or misleading information has been provided during the inquiry, the complainant shall be liable to be punished as per the relevant provision of the aforementioned UGC Regulations 2015 and AICTE regulations, 2016.
- Chairperson, ICC shall receive the complaints of sexual harassment, if any, on behalf of ICC and shall co-ordinate the deliberations of the ICC on the complaints received. Any employee (faculty, student, or staff) of VGI.

Definition of Sexual Harassment:

“Sexual harassment” includes any unwelcome sexually inclined behaviour, whether directly or indirectly, such 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 sexual nature

More details are included in the AICTE order.

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 actions

THE WORKING PROTOCOLS OF THE COMMITTEE WERE SET UP WHICH INVOLVES THE FOLLOWING STEPS:

- The complainant will have to submit an application duly signed, addressed to the Chairperson of the Committee.
- A meeting will be called immediately where the members of the Committee will discuss the complaint.
- If the case comes under the purview of the Committee, an inquiry committee will be set up.
- The Committee will submit a report to Director, VGI and also recommends the nature of action to be taken after discussion with the Director of the institute.
- VGI has zero tolerance policy towards sexual harassment of women employees and students.

Inquiry process

- The inquiry shall be completed within a period of ninety days from the date of the complaint.
- On completion of the inquiry, the ICC shall provide a report of its findings to the Director 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 proven, it shall recommend punitive actions to be taken against the respondent to the Director.
- The Director shall act upon the recommendation within sixty days of receiving it.



Dr C M Tyagi
Director

- Management
- CEO
- Advisor & Director Academics
- All Concerned