

GRIEVANCE REDRESSAL POLICY

In order to redress the grievances and the stress related issues of the students/parents/faculty & staff members of our Institute, a Grievance Redressal Committee has been constituted with the following six senior faculty members, one psychologist and one elected student:

The Composition of Grievance Redressal Committee:

1. Director - A Psychologist
2. HOD - BBA (1st Shift)
3. HOD - BBA (2nd Shift)
4. HOD - School of Law
5. DSW - BBA (1st Shift)
6. Sr. Assistant Professor - BBA (2nd Shift)
7. DSW - School of Law
8. Student Representative (Elected)

The main responsibilities of the grievance redressal committee will be

1. To receive complaints and representation from the employees & students.
2. To address the grievances of the employees & students by investigating the reasons for the grievances.
3. To suggest grievance redressal mechanisms and measures.

INTERNAL COMPLAINTS POLICY

Internal Complaints Committee has been constituted to deal with incidents of sexual harassment.

Objective: IIMT is strongly committed for having a workplace that ensures equal employment opportunity. IIMT endeavors to ensure a congenial environment where employees can work without any inhibition and contribute their best without any fear or favor. IIMT recognizes that sexual harassment violates fundamental rights of gender equality, right to life and liberty and right to work with human dignity guaranteed by the Constitution of India. To meet this objective, measures shall be taken to avoid, eliminate and if necessary impose punishment for any act of sexual harassment, which includes unwelcome sexually determined behavior.

Definition: "Sexual Harassment" includes

1. An unwelcome demand or request for sexual favors
2. Unwelcome sexual advances, Innuendoes and taunts
3. Gender based insults or sexist remarks
4. Textual or graphic representations of a sexual nature, including display of pornographic or other offensive or derogatory pictures, cartoons, pamphlets
5. Forcible physical touch or molestation
6. Making remarks or comments of a sexual nature, about a person, to others.
7. Any act or conduct by a person in authority and belonging to one sex which denies or would deny equal opportunity in pursuit of career development or otherwise making the environment at the workplace hostile and intimidating to a person belonging to the other sex or the same sex, on the ground of sex.

The policy on Sexual Harassment applies to men and women; to similar and opposite gender

Relationships; to relationships between supervisors and subordinates; and peer relationships.

Policy Mandates:

- ✓ Internal Complaints Committee will deal with incidents of sexual harassment.
- ✓ Based on the recommendations of the committee the Management will initiate appropriate action.
- ✓ The committee will maintain complaints register keeping a track of complaints received, when the process began and closed.
- ✓ All complaints of sexual harassment reported shall be investigated in a time- bound manner in accordance with principles of natural justice and a detailed report maintained.
- ✓ All complaints of sexual harassment shall be addressed in a confidential manner.
- ✓ Any person to whom a complaint of sexual harassment is made is required to promptly inform the ICC.

Take care:

- ✓ Give wide publicity to the policy against sexual harassment and complaint redressal mechanisms and give details on institute website.
- ✓ Respond sensitively to a complaint of harassment.
- ✓ Maintain absolute confidentiality of any inquiry and related matters regarding a sexual harassment complaint.
- ✓ Respect the privacy of the complainant.
- ✓ Responsibilities of service delivery heads:
- ✓ Keep records of all complaints and action taken.

- ✓ Provide advice on approaching the enquiry mechanism, when you receive a complaint.
- ✓ Take steps to prevent intimidation of any person who may have filed or may be planning to file a complaint for sexual harassment.

The Composition of Internal Complaints Committee:

1. Professor- School of Law- Female (Head)
2. Two Senior Female Faculty members
3. Two Senior Male Faculty members
4. Legal Representative

ANTI-RAGGING POLICY

Ragging in any form is strictly prohibited in the Campus and it is a punishable offence as per the directions of the Hon'ble Supreme Court of India. As per the UGC REGULATION ON CURBING THE MENACE OF RAGGING IN HIGHER EDUCATIONAL INSTITUTIONS, 2009 Ragging means the following:

“Any disorderly conduct whether by words spoken or written or by an act which the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or indiscipline activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or any other student or asking the students to do any act or perform something which such student will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or any other student.”

The following acts will be regarded as acts of Ragging:

- ✓ Abetment to ragging; ☒ Criminal conspiracy to rag;

- ✓ Unlawful assembly and rioting while ragging;
- ✓ Public nuisance created during ragging;
- ✓ Violation of decency and morals through ragging;
- ✓ Injury to body, causing hurt or grievous hurt;
- ✓ Wrongful restraint;
- ✓ Wrongful confinement;
- ✓ Use of criminal force;
- ✓ Assault as well as sexual offences or unnatural offences;
- ✓ Extortion;
- ✓ Criminal trespass;
- ✓ Offences against property;
- ✓ Criminal intimidation;
- ✓ Attempts to commit any or all of the above mentioned offences against the victim(s);

All other offences following from the definition of "Ragging" Ragging in all its forms is totally banned in this institution including in its departments, constituent units, all its premises (academic, sports, cafeteria and the like) whether located within the campus or outside and in all means of transportation of students whether public or private. The institution shall take strict action against those found guilty of ragging and/or abetting ragging.

Actions to be taken against students for indulging and abetting ragging in the Campus:

The punishment to be meted out of the students found indulging in ragging would be justifiably harsh to act as a deterrent against recurrence of such incidents and every single incident of ragging a First Information Report (FIR) will be filed without exception by the Institute with the local police authorities.

a. The Anti-Ragging Committee of the institution shall take an appropriate decision, with regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging.

b. Depending upon the nature and gravity of the offence as established the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination as under: -

- ✓ Cancellation of admission ☒ Suspension from attending classes
- ✓ Withholding/withdrawing scholarship/fellowship and other benefits
- ✓ Debarring from appearing in any test/examination or other evaluation process ☒ Withholding results
- ✓ Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- ✓ Rustication from the institution for period ranging from 1 to 2 semesters.
- ✓ Expulsion from the institution and consequent debarring from admission to any other institution.
- ✓ Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.

The Composition of Anti-Ragging Committee:

1. Director

2. HOD - BBA (1st Shift)
3. HOD - BBA (2nd Shift)
4. HOD - School of Law
5. DSW - BBA (1st Shift)
6. DSW - BBA (2nd Shift)
7. DSW - School of Law

Responsibilities of Anti-Ragging Committee:

The committee will take all the necessary preventive actions to prohibit the Ragging in the Campus.

1. The committee shall intimate the incidents of Ragging occurred in their premises along with actions taken to the Director from time to time.
2. The committee will ensure that the Anti-ragging Policy of the institute is duly shared at the time of Orientation Programme of the New Batch, along with the details of the members of the Anti- ragging Committee whom the students can approach in case of any untoward incident.
3. The member of the committee shall remain alert, mobile and active at all times in the campus.
4. The committee is required to make surprise raids in the Cafeteria, the area near Generator and other places vulnerable to incidents and having the potential for ragging.
5. The committee is to conduct an on-the-spot enquiry into any incidents of ragging referred to any Faculty Member, Staff Member, Student, Parent or Guardian or any other person.

6. The student or students accused of ragging should be given reasonable opportunity to place the facts, documents and views concerning the incidents of ragging and consider such other relevant information as may be required.

7. The members are required to take preventive Anti-Ragging measures.



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Certified Institute



Grievance Redressal Committee Report Academic Session-2022-2023

In pursuance to the guidelines of the Guru Gobind Singh Indraprastha University, IIMT has constituted grievance redressal committee as a transparent mechanism for redressing the grievances and stress related issues of the students/parents/faculty and staff members of our institute. On 17th November, 2022 a written complaint was filed by a BALLB 2nd year student. The matter was heard by the committee and amicably resolved on 26th November, 2022 through a meeting of the committee.

NAME	DETAILS
Prof. (Dr.) Anil Prakash Sharma	Psychologist
Dr. Vineeta Sharma	Head (Morning Shift)
Dr. Seema Nath	Head (2 nd Shift)
Dr. Arun Gupta	Head, School of Law
Dr. Mahesh Sharma	Vice – Head (Morning Shift)
Ms. Shailja Khosla	Sr. Assistant Professor (2 nd Shift)
Mr. Jasdeep Singh	DSW, School of Law
Mr. Shashvat Jain	Student Member


Prepared by:
Mr. Jasdeep Singh
(DSW, School of Law)


Prof. (Dr.) Anil Parkash Sharma
(Director, IIMT)

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Internal Complaint Committee Report Academic Session-2022-2023

The ICC is formed mainly to execute the prevention of sexual harassment policy. The ICC is formed to look into the matter of internal complaints, it has exclusive power to receive and address complaints from any student of the institute. The Internal Complaint Committee (ICC) organised an workshop on 14th Oct 2022 on the topic " Sexual Harassment of women at workplace(Prevention, Prohibition and Redressal) Act, 2013. Through this workshop ICC makes learners aware about the sexual harassment, Prof. (Dr.) Ritu Gupta was the keynote speaker for the event

NAME	DETAILS
Prof. (Dr.) Hemlata Sharma	Presiding Officer
Dr. Parminder Kaur	Member
Ms. Jasmandeep Kaur	Member
Dr. Satpal Arora	Member
Mr. Mayank Gupta	Member
Prof. (Dr.) Ritu Gupta	External Member(National Law University)

Prepared by:

Prof. (Dr.) Hemlata Sharma

(Presiding officer)

Hsharma
31/7/23

Prof. (Dr.) Anil Parkash Sharma

(Director, IIMT)

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Anti-Ragging Committee Report

The college has Anti Ragging Committee. Anti Ragging Committee flex are placed in college premises for the student information. During the academic year 2022-23, no complaints related to ragging were received by the committee, a nil report is prepared and submitted. The College level anti-ragging committee members are as follows:

Anti- Ragging Committee		
1	Prof. (Dr.) Anil Parkash Sharma	Director, IIMT
2	Dr. Vineeta Sharma	HOD, BBA I Shift
3	Dr. Seema Nath Jain	HOD, BBA II Shift
4	Prof. (Dr.) Arun Gupta	HOD, School of Law
5	Dr. Mahesh Sharma	Vice-HOD, BBA I Shift
6	Mr. Mayank Gupta	DSW, Department of Management
7	Mr. Jasdeep Singh	DSW, School of Law

Prof. (Dr.) Anil Parkash Sharma

(Director, IIMT)

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IDEAL INSTITUTE OF MANAGEMENT AND TECHNOLOGY

16 X, KARKARDOOMA INSTITUTIONAL AREA, DELHI-110092

Ph. No. 011- 22372639, 22375961

Grievance Redressal Procedures

08/11/2019

1. Introduction:

As per the GGSIPU directive vide letter No. GGSIPU/2019-20/Legal/1916 dated 23/05/2019, a Grievance Redressal Committee is being constituted with immediate effect (Notice attached). The institute would adhere to the GGSIPU directions under Clause 3 (ii) (d) of Statute 24 of University and adopt the UGC (Grievance Redressal) Regulations, 2012.

2. Composition of the Committee:

The Committee members would consist of the following members:

- (a) Ombudsman
- (b) Senior Faculty representation from every department
- (c) Psychologist / Psychiatrist / Professional Student Counsellor
- (d) Student Representative

2.1 **Ombudsman** - The Ombudsman shall be a person who has been a judge not below the rank of District Judge or a retired Professor, who has at least 10 years experience as Professor. He shall be a part time Officer appointed for a period of three years or until he attains the age of 70 years whichever is earlier from the date he resumes the office. He may reappoint for another one term in the same University. He shall be paid a fee of Rs.3,000/- per day for hearing the case, in addition to the reimbursement of the conveyance.

2.2 **Senior Faculty Members** - The institute must have representation of Senior Faculty Members from each and every department.

2.3 **Psychiatrist/ Psychologist/ Professional Student Counsellor** - The institute must engage the services of Medical Practitioner specifically a

Dr. X. J. Singh
16X, Karkardooma Institutional Area, Delhi-110092

Director
Grievance Redressal
Committee

Psychiatrist/ Psychologist/ Professional Student Counsellor for regular consultation with the students.

2.4 **Student Representative** – Every department must recommend one name of the regular Student who will be engaged in the meeting of Grievance Redressal Committee.

3. Nature of Complaint

The student can lodge complaint for the following matters:

- (a) Withhold or refuse to return any documents in the form of certificates of the degree or other documents deposited with the institutes for the purpose of seeking admission, with a view to induce or compel such person to pay any fee in respect of any course of programme of study with such person does not intend to pursue.
- (b) Demand of money in excess of that specified in the declared admission policy or approved by the Competent Authority to be charged by such institutions.
- (c) Breach of the policy of the admission as may be applicable.
- (d) Complaints of alleged discrimination of students from the SC, ST, OBC, Other Backward Classes, Women, Minority or Disabled Categories.
- (e) Non-payment or delay in payment of scholarship to any student that such institutions is committed under the conditions imposed by UGC or by any other Authority.
- (f) Delay in conduct of examinations or declaration of results beyond that specified in the Academic Calendar.
- (g) On provision of student amenities as may have been promised or required to be provided by the institutions.

- (h) Denial of quality education as promised at the time of admission or required to be provided.
- (i) Non-transparent or unfair evaluation practices.
- (j) Harassment and victimization of students including sexual harassment.
- (k) Any other item which have not been listed above, which may affect the interest of the institutions as well as the student.

4. Mechanisms for registering grievance

The institute shall adopt two Mechanisms for complaint lodged by the Student. The complaint can be lodged online as well as offline.

4.1 Online Mechanisms

The online complaint can be lodged by the student on the institute portal.

4.2 Offline Mechanisms

The offline complaint can be lodged by the student in the respective department to Class Counselor and Coordinator/Departmental Incharge/ Head of Department/ Grievance Redressal Committee / Director.

5. Procedure for Grievance Redressal

5.1 Time frame Direction

The Grievance should be attended within 06 days of receipt of the complaint and it should be further communicated to the Committee and Head of the Institute within 10 days of the receipt. If in case the student is not satisfied with the decision of the Committee, the student can appeal to the Ombudsman within six days.

5.2 Online Grievance Redressal Procedure

All the Grievances shall be directed to the Grievance Redressal Committee. Based on the nature of the grievance, the committee shall act accordingly. Also, student satisfaction should be noted and verified.

5.3 Offline Grievance Redressal Procedure

The student can lodge its grievance to Class Coordinator & Counsellor/Departmental Incharge/ Head of Department/ Member of Institute Grievance Redressal Committee/Director. Based on the nature of the grievance, the committee shall act accordingly. Also, student satisfaction should be noted and verified.

6. Advisory to the Grievance Redressal Committee

- The institute should hold meeting of the Grievance Redressal Committee at least once in every three months.
- The procedure for filing complaints, the procedure for conduct of proceedings and the time frame from the disposal of complaints / grievances shall be published on its website. Further, reconstituted Grievance Redressal Committee shall be sent to the University before 15th September of each year.
- Also, the teachers and the authorities of the institutions should maintain cordial warm and confidence with the relationship in terms of Ordinance No.32 of the GGSIP University Act, No.9 of 1998.
- Every letter/representation/email in the nature of appeal by the students should be attended with reformative approach and sympathetic consideration. The institute shall inform the parents of the student by writing the letter intimating the shortage of attendance which should be sent by Speed Post/Registered Post. The parents may also be informed by email or by telephonically.
- Any issues relating to arbitrary action or personal grudges against students by any teacher / authority of the institute should be earnestly looked into by grievance redressal and should be brought to the notice of the Director of Institute.

Grievance Redressal Procedures and Time Frame

1. Mechanisms for registering grievance

The institute shall adopt two Mechanisms for complaint lodged by the Student. The complaint can be lodged online as well as offline.

1.1 Online Mechanisms

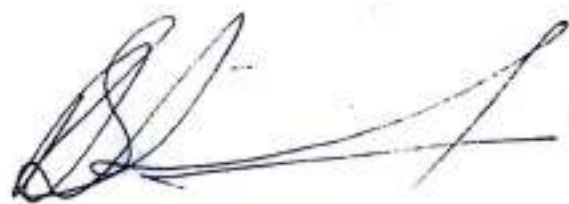
The online complaint can be lodged by the student on the institute portal. The student can also email their respective grievance to

1.2 Offline Mechanisms

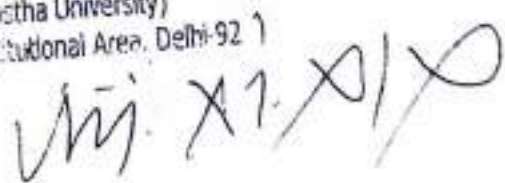
The offline complaint can be lodged by the student in the respective department to Class Counselor and Coordinator Departmental In-charge Head of Department Grievance Redressal Committee Director.

2. Time frame Direction

The Grievance should be attended within 06 days of receipt of the complaint and it should be further communicated to the Committee and Head of the Institute within 10 days of the receipt. If in case the student is not satisfied with the decision of the Committee, the student can appeal to the Ombudsman within six days.



Director
Ideal Institute of Management & Technology
(G.G.S. Indraprastha University)
16X, Karkardooma Institutional Area, Delhi-92





IDEAL INSTITUTE OF MANAGEMENT AND TECHNOLOGY



Under the Aegis of Internal Quality Assurance Cell (IQAC)



Ref. No.- IIMT/2022/ ICC/MINUTES/OCT/01

13th October, 2022

INTERNAL COMPLAINTS COMMITTEE (ICC), IIMT

MINUTES OF THE MEETING

The Internal Complaint Committee (ICC) has been duly re-constituted and after re-constitution, the first meeting of Internal Complaints Committee held on 13.10.2022 at 9:30 AM in Room No. 206 of Ideal Institute of Management & Technology.

The following members of ICC attended the meeting:

1. Prof. (Dr.) Hemlata Sharma (Presiding Officer)
2. Dr. Parminder Kaur (Member)
3. Ms. Jasmandeep Kaur (Member)
4. Dr. Satpal Arora (Member)
5. Mr. Mayank Gupta (Member)
6. Prof. (Dr.) Ritu Gupta, Professor, National Law University, Delhi and External Expert Member, ICC, IIMT

At the outset, Prof. (Dr.) Hemlata Sharma, Presiding Officer of Internal Complaints Committee welcomed External Expert Member and all the members of the Internal Complaints Committee. The Committee noted that no complaint of sexual harassment has been reported from any student and employee of any Department (BBA, BBA 2nd shift and Law) in IIMT till date..

Thereafter the following agenda was taken up for the discussion-


Agenda No.	Action Taken
1.	Discussion regarding Role of ICC The Presiding Officer of ICC described the role of ICC and welcomed suggestions from all members to make it effective .
2.	Discussion about the Requirements Reviewed the requirements and action to be carried in the Institution and deliberated upon the following- (i) The Handbook on Sexual Harassment of Women at Workplace, (Prevention, Prohibition and Redressal) Act,

	<p>2013 issued by Ministry of Women and Child Development has been kept in the library.</p> <p>(ii) The composition of the Internal Complaints Committee of IIMT has been uploaded on IIMT's website and pasted in the notice board in IIMT campus.</p> <p>(iii) A complaint Drop box is placed in the office premises.</p> <p>(iv) Awareness programmes about Sexual Harassment of Women at Workplace is to be carried more frequently for maintaining discipline in the institute campus.</p>
3.	<p>Discussion about workshop</p> <p>External Expert Member Prof. (Dr.) Ritu Gupta suggested that a workshop would be organized on the topic of The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 for the students, faculty members and non-teaching staff of the Ideal Institute of Management & Technology.</p> <p>The Internal Complaints Committee unanimously agreed these suggestions and affirmed that External Expert Member Prof. (Dr.) Ritu Gupta will be the Resource person for the workshop which will be on 14th Oct 2022. She was pleased to be invited as a resource person.</p>
4.	<p>Discussion regarding Next meeting</p> <p>All the members agreed that the Committee will meet on a regular basis or earlier, if need arise.</p> <p>Next meeting of the Committee will be held in the month of Jan, 2023.</p>

The Presiding Officer conveyed her hearty thanks to the External Expert member Prof. (Dr.) Ritu Gupta and all members of ICC for attending the meeting.

Meeting ended with vote of thanks to the Presiding Officer.

Hsharma
13/10/2022
Prof. (Dr.) Hemlata Sharma
(Presiding Officer, ICC)


Prof. (Dr.) Anil Parkash Sharma
(Director, IIMT)

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IDEAL INSTITUTE OF MANAGEMENT AND TECHNOLOGY



Under the Aegis of Internal Quality Assurance Cell (IQAC)



Ref. No.- IIMT/2022/ ICC/WORKSHOP/OCT/01

14th October, 2022

INTERNAL COMPLAINTS COMMITTEE (ICC), IIMT

REPORT

Workshop

on

“Sexual Harassment of Women at Workplace, (Prevention, Prohibition and Redressal) Act, 2013”

14th Oct, 2022 (Friday)

Internal Complaint Committee, IIMT organized a Workshop on “Sexual Harassment of Women at Workplace, (Prevention, Prohibition and Redressal) Act, 2013” on 14th Oct, 2022 (Friday) at 1:15 P.M. in Auditorium, IIMT for the Students of IIMT, faculty Members of IIMT and non-teaching staff of IIMT.

The keynote Speaker for the day was Prof. (Dr.) Ritu Gupta, Professor, National Law University, Delhi and External Expert Member, ICC, IIMT.

The Director of the Institution Prof. (Dr.) Anil Parkash Sharma welcomed the gathering and appreciated the topic of workshop. Prof. (Dr.) Ritu Gupta shared a few thoughts about the need to address the issue of sexual harassment and also how it was much more important for institutions to train and educate their students and employees in a manner that prevents sexual harassment at the workplace. She discussed the effective use of this Act which was possible only through awareness generations among the masses.

She highlighted the genesis of Sexual Harassment of Women at Workplace Act and judicial interventions with the Vishaka v. State of Rajasthan Case in which Supreme Court framed guidelines to prevent sexual harassment at workplace while addressing the gathering. She made the gathering aware about the various legal provisions of Sexual Harassment of Women at Workplace, (Prevention, Prohibition and Redressal) Act, 2013.

Throughout the workshop, Prof. Ritu Gupta made things simple to understand, through relatable examples and case studies that allowed students to visualize the possible scenarios better and also ask their doubts and queries. The lively and interactive presentation concluded with a quick question-answer session and a vote of thanks by the Presiding Officer of ICC.

The learning outcomes of this workshop are-

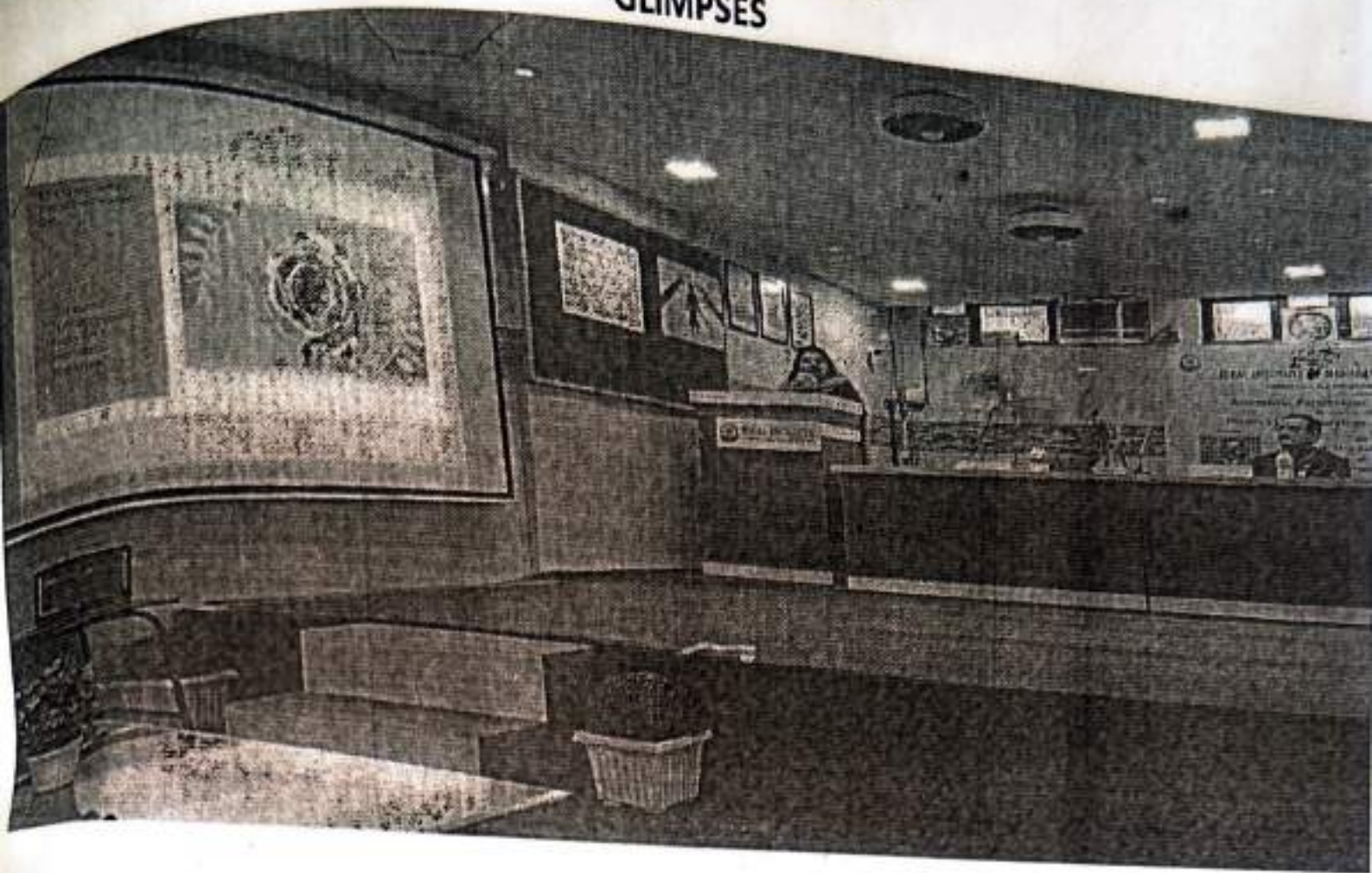
- 1) to discuss about the protection against sexual harassment of women at workplace and prevention of sexual harassment,
- 2) to make the students aware about the Internal Complaint Committee and redressal of complaints of sexual harassment.
- 3) To make the students aware about the various legal provisions of Sexual Harassment of Women at Workplace, (Prevention, Prohibition and Redressal) Act, 2013 with relevant day to day incidences.

Hsharma
14/10/2022
Prof. (Dr.) Hemlata Sharma
(Presiding Officer, ICC)


Prof. (Dr.) Anil Parkash Sharma
(Director, IIMT)

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Internal Complaints Committee, IIMT
Workshop on 14th Oct 2022
GLIMPSES





Grievance Redressal Committee Report Academic Session-2021-2022

In compliance with the guidelines of Guru Gobind Singh Indraprastha University, IIMT has constituted grievance redressal committee as a transparent mechanism for redressing the grievances and stress related issues of the students/parents/faculty and staff members of our institute. On 23rd February a written complaint was made by BBA General 4th year student, the matter was brought before the committee and was resolved accordingly. A meeting of Grievance Committee was held on 24th February, 2022. Which was headed by the Hon'ble Director of the institute Prof. (Dr.) Anil Prakash Sharma and was attended by all the members.

NAME	DESIGNATIONS
Prof. (Dr.) Anil Prakash Sharma	Director
Prof. (Dr.) T.P.S Rathore	Head, School of Law
Dr. Vineeta Sharma	Head (Morning)
Ms. Seema Nath Jain	Head (Evening)
Dr. Arun Gupta	Vice Head, School of Law
Ms. Renu Yadav	COE, Department of Management
Mr. Jasdeep Singh	DSW, School of Law
Mr. Mahesh Sharma	DSW, Department of IT (1 st Shift)

Prepared by:
Mr. Jasdeep Singh
(DCW, School of Law)

Prof. (Dr.) Anil Parkash Sharma
(Director, IIMT)

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IDEAL INSTITUTE OF MANAGEMENT AND TECHNOLOGY



Internal Complaint Committee Report Academic Session-2021-2022

In pursuance to the guidelines, the IIMT has constituted ICC for gender sensitization and handling complaints against sexual harassment. The committee addresses complaints such as discriminatory behavior against any student.

NAME	DETAILS
Dr. Vineeta Sharma	Presiding Officer
Ms. Seema Nath Jain	Member
Dr. Hemlata Sharma	Member
Mr. Mahesh Sharma	Member
Mr. Jasdeep Singh	Member
Prof. (Dr.) Ritu Gupta	External Member(National Law University)

Prepared by:

Hsharma
4/8/22
Prof. (Dr.) Hemlata Sharma

(Member, ICC)

Anil Parkash Sharma
Prof. (Dr.) Anil Parkash Sharma

(Director, IIMT)

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Anti-Ragging Committee Report

The college has Anti Ragging Committee. Anti Ragging Committee flex are placed in college premises for the student information. During the academic year 2021-22, no complaints related to ragging were received by the committee, a nil report is prepared and submitted. The College level anti-ragging committee members are as follows:

Anti- Ragging Committee		
1	Prof. (Dr.) Anil Parkash Sharma	Director, IIMT
2	Dr. Vineeta Shrama	HOD, BBA I Shift
3	Dr. Seema Nath Jain	HOD, BBA II Shift
4	Prof. (Dr.) Arun Gupta	HOD, School of Law
5	Dr. Mahesh Sharma	Vice-HOD, BBA I Shift
6	Mr. Mayank Gupta	DSW, Department of Management
7	Mr. Jasdeep Singh	DSW, School of Law

Prof. (Dr.) Anil Parkash Sharma

(Director, IIMT)

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Ref No.: IIMT/GRC/MOM/Feb/2022/01

Date: 24.02.2022

Under the aegis of the IQAC

Minutes of the Meeting

Grievance Redressal Committee

A meeting of Grievance Committee was held on 24th February, 2022 at 2:30 p.m. in the conference room. The meeting went for one hour ended at 3:30 p.m.

The meeting was chaired by the Hon'ble Director of the Institution Prof. (Dr.) Anil Parkash Sharma along with the Principal, Dr. Vineeta Sharma, BBA 1st Shift, Principal, BBA 2nd Shift Dr. Seema Nath Jain, Principal, School of Law, Prof. (Dr.) Arun Gupta, Vice Principal, BBA 1st Shift, Dr. Mahesh Sharma, Ms. Shailja Khosla, Mr. Jasdeep Singh and Class In-Charge of the Concerned Section Ms. Harsh Kalra.

At the very outset Principal BBA Ist Shift, stated the point that meeting is scheduled to discuss about the requests submitted by Lakshay Gulati, BBA Gen IV.

Thereafter the following points were taken up for the discussion.

Point	Agenda	Outcome
1	Discussion regarding the complaint by Lakshay Gulati – Co signed by Simrath Aggarwal, Bhagwan Vashishth and Shruti against nuisance committed by Aayush Chaudahary	The committee heard the matter at hand understanding the sequence of event and the cause of action of the said event
2	Individual Submission by the Above-Mentioned Students before the Committee.	The Committee heard each of the party to establish the accountability. Each of the Complainants was asked to reiterate the event in question. After submission of the said statements the committee called in the student question Aayush Chaudhary to listen to his defence and was inquired about the reasons concerning the incident. After hearing both the sides the committee went into discussion regarding the resolution of the dispute. The committee deliberated upon the resolution and the necessary action to be taken.

3	Recording of the decision and the Minutes	The Committee then directed Mr. Jasdeep Singh, Member, Grievance Redressal Committee to complete the documentation.
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Outcome

The matter heard by Grievance Committee was then resolved with a amicable dialogue between the parties with both being directed to maintain the themselves with the code of conduct in the time to come. The meeting ended with the signing of official order.

Prepared by:



Mr. Jasdeep Singh

DSW, School of Law, IIMT



Prof. (Dr.) Anil Parkash Sharma

Psychologist – cum – Director, IIMT

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Ref No.: IIMT/GRC/Sep/2021/01

Date: 20.09.2021

Appointment of Student Representatives for the Grievance Redressal Committee

As per the GGSIPU directive vide letter No. GGSIPU/2019-20/Legal/1916 dated 23/05/2019, a Grievance Redressal Committee was constituted. The Institute while adhering to the GGSIPU directions under clause 3 (ii) (d) of Statute 24 of University and adopt the UGC (Grievance Redressal) Regulations, 2012 and went forward with the fresh appointment of the Student Representative for the year 2021-22 from the three departments namely, BBA 1st Shift, BBA 2nd Shift and School of Law.

Selection of the Candidate:

The following students were present before the Committee for the Interview Round out of which 1(One) student will be selected for the position of Student representatives of the Institute.

For the selection of the abovementioned post, full Committee was convened which comprise of:

1. Prof. (Dr.) Anil Parkash Sharma, Psychologist,
2. Dr. Vinceta Sharma, Principal (Morning Shift),
3. Dr. Seema Nath, Principal (2nd Shift),
4. Dr. Arun Gupta, Principal, School of Law,
5. Dr. Mahesh Sharma, Associate Professor, (Morning Shift),
6. Ms. Shailja Khosla, Sr. Assistant Professor (2nd Shift),
7. Mr. Jasdeep Singh, DSW, School of Law.

The individual interviews were conducted in the Conference Room located in the Basement of the Institute, where the students were asked questions from multifarious domains relating to the Student Grievance, in order to add to further scrutinizing of the candidate, each of them were also asked practical questions relating to such problems.

The following students were interviewed for the position, namely:-

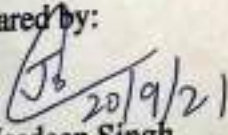
1. Ms. Nidhi Nanda, Student, IV Year, BALLB

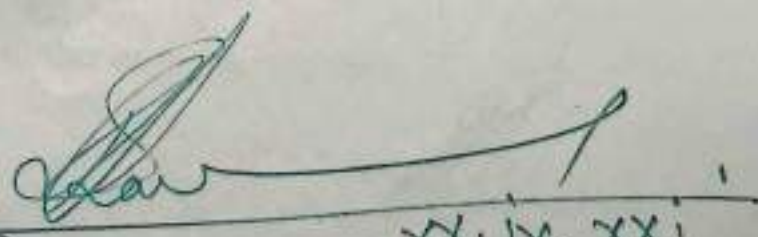
2. Ms. Riya Chugh, Student, III Year, BALLB
3. Mr. Madhav Verma, Student, IV Year, BALLB
4. Mr. Amaan Rehman, Student, 1st Year, BALLB
5. Mr. Shashvat Jain, Student, V Year, BALLB
6. Ms. Ribya Ridhi, Student, IV Year, BALLB
7. Ms. Anjali Bhardwaj, Student, III Year, BALLB
8. Ms. Shruti Rana, Student, III Year, BALLB
9. Mr. Rudraksh Kaushal, IV Year, BALLB

Post the rounds after examination of the candidates the Committee went into deliberation regarding the selection of the candidates and after due process the Mr. Shashvat Jain, IV Year, BALLB was selected. The selected candidate was then oriented regarding his set of duties as the Student Representative.

The meeting ended with the discussion on the plan of action of the committee for the year 2021-22.

Prepared by:


20/9/21
Mr. Jasdeep Singh,
DSW, School of Law, IIMT


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Prof. (Dr.) Anil Parkash Sharma,
Psychologist - cum - Director, IIMT



Greivance Redressal Committee Report Academic Session-2020-2021

According to the guidelines of Guru Gobind Singh Indraprastha University, IIMT has constituted grievance redressal committee as a transparent mechanism for redressing the grievances and stress related issues of the students/parents/faculty and staff members of our institute. The main responsibility of the committee is to receive the complaints, investigate and resolve them accordingly.

During the academic year 2020-21, due to covid-19 pandemic, for most of the period lectures and other activities were conducted online. Since no complaints were received by the committee, a nil report is prepared.

NAME	DESIGNATIONS
Prof. (Dr.) T.P.S Rathore	Nodal Officer
Dr. Arun Gupta	Head
Dr. Yogesh Gupta	Deputy Head
Dr. Hemlata Sharma	Executive Member
Ms. Prerna Gulati	Executive Member
Mr. Jasdeep Singh	Executive Member


3/8/21
Prepared by:

Mr. Jasdeep Singh
(Executive Member)


Prof. (Dr.) Anil Parkash Sharma

(Director, IIMT)

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Internal Complaint Committee Report Academic Session-2020-2021

The institution is under strict surveillance against any kind of sexual harassment.

During the academic year 2020-21, due to covid-19 pandemic, for most of the period lectures and other activities were conducted online. Since no complaints were received by the committee, a nil report is prepared.

NAME	DETAILS
Dr. Vineeta Sharma	Presiding Officers
Ms. Seema Nath Jain	Member
Dr. Hemlata Sharma	Member
Mr. Mahesh Sharma	Member
Mr. Jasdeep Singh	Member
Prof. (Dr.) Ritu Gupta	External Member(National Law University)

Prepared by:

Hsharma
3/1/21

Prof. (Dr.) Hemlata Sharma

(Member, ICC)

Prof. (Dr.) Anil Parkash Sharma

(Director, IIMT)

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IDEAL INSTITUTE OF MANAGEMENT AND TECHNOLOGY



Anti-Ragging Committee Report

The college has departmental level Anti Ragging Committees. The details of team members are displayed on the respective notice boards. During the academic year 2020-21, due to covid-19 pandemic for most of the period, lectures and other activities were conducted online. As no complaints related to ragging were received by the committee; a nil report is prepared and submitted. The departmental level anti-ragging committee members are as follows:

Anti Ragging Committee Prof. T.P.S. Rathor Principal School Of Law Nodal Officer IIMT & School of Law		
1	Dr. Arun Gupta	Head
2	Dr. Yogesh Gupta	Deputy Head
3	Ms. Dharam Deshna	Executive Member
4	Ms. Payal Jain	Executive Member
5	Ms. Kanika Arora	Executive Member
Anti Ragging Committee (BBA I Shift)		
1	Dr. Vineeta Sharma	Head
2	Dr. Mahesh Sharma	Deputy Head
3	Ms. Renu Yadav	Executive Member
4	Ms. Seema Gupta	Executive Member
5	Ms. Sonal Goel	Executive Member
Anti Ragging Committee (BBA II Shift)		
1	Dr. Seema Nath Jain	Head
2	Ms. Shailja Khosla	Deputy Head
3	Dr. Parminder Kaur	Executive Member
4	Mr. Mayank Gupta	Executive Member
5	Ms. Gagneet kaur	Executive Member

Prof. (Dr.) Anil Parkash Sharma
(Director, IIMT)

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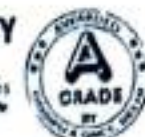
Approved by
Bar Council of India



Accredited by National Assessment
And Accreditation Council (NAAC)



MS ISO 9001:2015
Certified Institute



Grievance Redressal Committee Report Academic Session-2019-2020

In compliance with the guidelines of the Guru Gobind Singh Indraprastha University, IIMT has constituted grievance redressal committee as a transparent mechanism for redressing the grievances and stress related issues of the students/parents/faculty and staff members of our institute. On 2nd September, 2019 a grievance related to some quarrel filed by a BALLB 4th and 5th year student was brought before the committee. The committee heard the matter and resolved it accordingly. On 3rd September, another grievance was bought before the committee as a complaint was filed by a BALLB 2nd year student. This matter was also amicably resolved by the committee.

NAME	DESIGNATIONS
Prof. (Dr.) T.P.S Rathore	Nodal Officer
Dr. Arun Gupta	Head
Dr. Yogesh Gupta	Deputy Head
Dr. Hemlata Sharma	Executive Member
Ms. Perna Gulati	Executive Member
Mr. Jasdeep Singh	Executive Member


30/7/20

Prepared by:

Mr. Jasdeep Singh

(Executive Member, ICC)



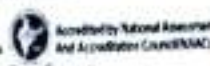
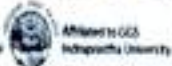
Prof. (Dr.) Anil Parkash Sharma

Director, IIMT

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IDEAL INSTITUTE OF MANAGEMENT AND TECHNOLOGY




Internal Complaint Committee Report Academic Session-2019-2020

The ICC is formed mainly to execute the prevention of sexual harassment policy. The ICC is formed to look into the matter of internal complaints, it has exclusive power to receive and address complaints from any student of the institute.

NAME	DETAILS
Dr. Vineeta Sharma	Presiding Officers
Ms. Seema Nath Jain	Member
Dr. Hemlata Sharma	Member
Mr. Mahesh Sharma	Member
Mr. Jasdeep Singh	Member
Prof. (Dr.) Ritu Gupta	External Member(National Law University)

Prepared by: *H.Sharma*
30/1/20
Prof. (Dr.) Hemlata Sharma
(Member, ICC)


Prof. (Dr.) Anil Parkash Sharma

(Director, IIMT)

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Approved by
All India Council of Technical Education



Approved by
Council of India



Approved by National Assessment
and Accreditation Council (NAAC)



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Certified Institute



Anti-Ragging Committee Report

The college has departmental level Anti Ragging Committees. The details of team members are displayed on the respective notice boards. During the academic year 2019-20, no complaints related to ragging were received by the committee; a nil report is prepared and submitted. The departmental level anti-ragging committee members are as follows:

Anti Ragging Committee Prof. T.P.S. Rathor Principal School Of Law Nodal Officer IIMT & School of Law		
1	Dr. Arun Gupta	Head
2	Dr. Yogesh Gupta	Deputy Head
3	Ms. Dharam Deshna	Executive Member
4	Ms. Payal Jain	Executive Member
5	Ms. Kanika Arora	Executive Member
Anti Ragging Committee (BBA I Shift)		
1	Dr. Vineeta Sharma	Head
2	Mr. Mahesh Sharma	Deputy Head
3	Ms. Renu Yadav	Executive Member
4	Ms. Seema Gupta	Executive Member
5	Ms. Sonal Goel	Executive Member
Anti Ragging Committee (BBA II Shift)		
1	Ms. Seema Nath Jain	Head
2	Ms. Shailja Khosla	Deputy Head
3	Dr. Parminder Kaur	Executive Member
4	Mr. Mayank Gupta	Executive Member
5	Ms. Gagneet kaur	Executive Member


Prof. (Dr.) Anil Parkash Sharma
(Director, IIMT)

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Grievance Redressal Committee Report Academic Session-2018-2019

In pursuance to the guidelines of the Guru Gobind Singh Indraprastha University, IIMT has constituted grievance redressal committee as a transparent mechanism for redressing the grievances and stress related issues of the students/parents/faculty and staff members of our institute. The main responsibility of the committee is to receive the complaints, investigate and resolve them accordingly. On 6th September, 2018 a written complaints was filed by a BBA CAM student the matter was heard by the committee and necessary measures were taken for resolving it.

NAME	DESIGNATION
Prof. (Dr.) T.P.S Rathore	Nodal Officer
Dr. Arun Gupta	Head
Dr. Yogesh Gupta	Deputy Head
Dr. Hemlata Sharma	Executive Member
Ms. Perna Gulati	Executive Member
Mr. Jasdeep Singh	Executive Member


11/8/2019

Prepared by:

Mr. Jasdeep Singh

(Executive Member)



Prof. (Dr.) Anil Parkash Sharma

(Director, IIMT)

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Anti-Ragging Committee Report

The college has departmental level Anti Ragging Committees. The details of team members are displayed on the respective notice boards. During the academic year 2018-19, no complaints related to ragging were received by the committee; a nil report is prepared and submitted. The departmental level anti-ragging committee members are as follows:

Anti Ragging Committee Prof. T.P.S. Rathor Principal School Of Law Nodal Officer IIMT & School of Law		
1	Dr. Arun Gupta	Head
2	Dr. Yogesh Gupta	Deputy Head
3	Ms. Dharam Deshna	Executive Member
4	Ms. Payal Jain	Executive Member
5	Ms. Kanika Arora	Executive Member
Anti Ragging Committee (BBA I Shift)		
1	Dr. Vineeta Sharma	Head
2	Mr. Mahesh Sharma	Deputy Head
3	Ms. Renu Yadav	Executive Member
4	Ms. Seema Gupta	Executive Member
5	Ms. Sonal Goel	Executive Member
Anti Ragging Committee (BBA II Shift)		
1	Ms. Seema Nath Jain	Head
2	Ms. Shailja Khosla	Deputy Head
3	Ms. Parminder Kaur	Executive Member
4	Mr. Mayank Gupta	Executive Member
5	Ms. Gagneet kaur	Executive Member

Prof. (Dr.) Anil Parkash Sharma
(Director, IIMT)

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Reference: IIMT/ICC/REPORT/APRIL/2019/01

Annual Return on cases of Sexual Harassment

Period 1st Aug, 2018 to 30th April, 2019

Name of the University: Ideal Institute of Management And Technology

Sl. No.		Number of Cases
1	Number of complaints of sexual harassment received in the Year	NIL
2	Number of complaints disposed off during the Year	0
3	Number of cases pending for more the 90 days	0
4	Number of workshop on awareness programmers against sexual harassment conducted during the Year	01
5	Nature of action	NIL



IDEAL INSTITUTE OF MANAGEMENT AND TECHNOLOGY
Affiliated to Gera Gobind Singh Indraprastha University, Delhi and Approved by Bar Council of India
As Per ISO 9001:2008 Certified Quality Institute

Excellence, Quality & Blossom is Our Mission...

16 X, Karkardooma Institutional Area, (Near Telephone Exchange)

Delhi-110092, +91 (11) 22372639, 22375961,

<http://ideal institute.edu.in>

(NAAC Accredited)

Ref. No.-IIMT/2019/ICC/REPORT/APRIL/01

24th April, 2019

INTERNAL COMPLAINT COMMITTEE
Under the aegis of Internal Quality Assurance Cell (IQAC)

**REPORT ON WORKSHOP
ON**

**“AWARENESS PROGRAMME AGAINST SEXUAL
HARASSMENT”**

On 24th April 2019

The objective of this workshop is-

- i) to create awareness about the legal definitions and implications of sexual harassment,
- ii) to discuss about the Sexual Harassment of women at workplace (Prevention, Prohibition and Redressal) Act, 2013 and
- iii) to inform the rights of the harassed women,
- iv) to make all the students aware about the Internal Complaint committee and its functions.

Internal Complaint Committee, IIMT organized a **Workshop on Awareness Programme Against Sexual Harassment** on 24th April, 2019 (Wednesday) at 12:30 P.M. in Auditorium, IIMT for the Students of IIMT, Faculty Members of IIMT and non-teaching staff of IIMT.

A total of 113 students of IIMT attended the workshop along with total 51 of teaching and non-teaching staff of IIMT.

Prof. (Dr.) Anil Parkash Sharma (Director), Prof. (Dr.) T.P.S. Rathore (Principal, School of Law), Dr. Vineeta Sharma (Presiding Officer, ICC), Ms. Seema Nath Jain (Principal, BBA II Shift) and Dr. Arun Gupta (Vice- Principal, LAW), graced the occasion with their presence with the internal Complaint Committee members.

The keynote Speaker for the workshop was **Dr. Harleen Kaur, Faculty of Law, Delhi University.**

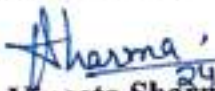
Learning Outcomes of the Workshop:

1. The primary outcome was to comply with the directives of Hon'ble Supreme Court of India requiring all employers to develop and implement a policy for prevention of sexual harassment at workplace.

2. The secondary outcome was to evolve a permanent mechanism for the prevention and redressal of sexual harassment cases and other acts of gender based violation at the work face.
3. The third and most important outcome of the session was to foster a no-tolerance workplace.
4. To follow and implement the Act, awareness about the constituting of the internal complain committee is required and explain the guidelines for redressal of complain related to sexual harassment.
5. To take appropriate measures to prevent the alleged harassment or discrimination from continuing.
6. To ensure that the complaining employee does not suffer retaliation or other adverse job consequences.
7. Any Student in IIMT who can be a victim of sexual harassment should fearlessly consult the ICC for the same.

Committee Members of ICC-

Ms. Seema Nath Jain – Member, ICC
Dr. Hemlata Sharma – Member, ICC
Mr. Mahesh Sharma – Member, ICC
Mr. Jasdeep Singh - Member, ICC


Dr. Vineeta Sharma
(Presiding Officer, ICC)
24.4.19.


Prof. (Dr.) Anil Parkash Sharma
(Director, IIMT)

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