



# IILM ACADEMY Of HIGHER LEARNING

Jaipur Campus

Date: November 14, 2025

File No: IILM/PO/ICC/2025/01

## OFFICE ORDER

As per direction of AICTE HRD Ministry Govt. of India an Internal Complaint Committee (ICC) have been constituted at IILM Academy of Higher Learning Jaipur Campus. ICC committee members are responsible to listen and take suitable action on complains of employees and students and other person who so ever want to lodge a complaint against IILM Jaipur employee and students for Gender Sensitization, prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances

ICC committee consisting of the following members:

Sr.No.	Names	Committee Position	Designation
1	Dr. Anita Gangrade	Chairperson	Associate Professor
2	Prof. Punit Pandey	Member	Professor
3	Mr. Abhishek Sharma	Member	Assistant Professor
4	Ms. Soanali Misra	Member	Assistant Professor
5	Mr. Mahesh Kumar Yadav	Proctor / Convener	Administrative officer
6	Ms. Namrata Mathur	Member	Member Non-Teaching
7	Ms. Sneha Soni	Member	Student
8	Mr. Harshvardhan Mishra	Member	Student
9	Ms. Kanishka Sharma	Member	Student

All members follow the instruction as per Annexure -A

By Order

Dr. Samar Sarabhai  
Director





# ***IILM ACADEMY Of HIGHER LEARNING***

**Jaipur Campus**

## **Annexure –A**

### **Rules and Responsibilities of Internal Complaint Committee (ICC):**

Responsibilities of the IILM Academy of Higher Learning Jaipur Campus as per Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in as per norms decided by AICTE (All India Council for Technical Education Regulations, 2016) for Technical Institutions.

IILM Academy of Higher Learning Jaipur shall Publicly notify the provisions against sexual harassment and ensure their wide- dissemination

1. IILM Academy of Higher Learning Jaipur publicly notify in institution's Web Site, prospectus and display prominently at conspicuous places or Notice Boards the penalty and consequences of sexual harassment and make all sections of the institutional community aware of the information on the mechanism put in place for Redressal of complaints pertaining to sexual harassment, contact details of members of Internal Complaints Committee, complaints procedure and soon.
2. ICC Chairperson at IILM Jaipur organise Training Programmes or as the case may be, workshops for the officers, functionaries, faculty and students, to sensitize them and ensure knowledge and awareness of the rights, entitlements and responsibilities enshrined in the Act and under these regulations.
3. ICC Chairperson at IILM Jaipur Organise regular orientation or training Programmes for the members of the ICC to deal with complaints, steer the process of settlement or conciliation, etc., with sensitivity
4. Act decisively against all gender based violence perpetrated against employees and students of all sexes recognizing that primarily women employees and students and some male students and students of the third gender are vulnerable to many forms of sexual harassment and humiliation and exploitation
5. IILM Jaipur Principal shall constitute an Internal Complaints Committee (ICC) with an inbuilt mechanism for gender sensitization against sexual harassment. The ICC shall have the following composition:
  - A Presiding Officer who shall be a woman Faculty member employed at a senior Level (not below a Professor in case of a University, and not below an Associate Professor in case of an Institution) at the Educational Institution, nominated by the Executive Authority
  - Two Faculty members and two non-teaching employees, preferably committed to the cause of women or who have had experience in social work or have legal knowledge, nominated by the Executive Authority
  - Three students (comprising of at least one girl student) of Pre-Final/Final year at Undergraduate/ Diploma Level Institution, as the case may be One member from amongst Non-government Organisation or Associations committed to the cause of women or a person familiar with the issues relating to sexual harassment, nominated by the Executive Authority
  - At least one-half of the total members of the ICC shall be women.
  - Persons in senior positions such as Chairman/ Secretary of the Society, Principal/ Director of the Institution, etc. shall not be the members of the ICCs in order to ensure autonomy of their functioning



# ***IILM ACADEMY Of HIGHER LEARNING***

**Jaipur Campus**

- The term of office of the members of the ICC shall be for a period of three years. Institutions may also employ a system whereby one-third of the members of the ICC may change every year
- 6. ICC Chairperson at IILM Jaipur shall upload the Annual Report containing the following details by 30<sup>th</sup> June of the Calendar Year:
  - Number of complaints of sexual harassment received in the year
  - Number of orientation or training Programmes carried out for the members of the ICC to deal with complaints
  - Number of complaints disposed of during the year
  - Number of cases pending for more than 90 days
  - Number of workshops or awareness Programme carried out for the officers, functionaries, faculty and students to sensitize them against sexual harassment
  - Nature of action taken by the Technical Institution against the perpetrator

By Order

Dr. Samar Sarabhai  
Director

