



# INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, KALYANI

*An Institute of National Importance*

(Autonomous Institution under MOE, Govt. of India &  
Department of Information Technology & Electronics, Govt. of West Bengal)  
WEBEL IT Park,14, Adivasi Para, Opposite of Kalyani Water Treatment Plant  
Near Buddha Park, Dist. Nadia, P.O. Kalyani - 741235, West Bengal.  
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April 23, 2021

## Internal Complaints Committee (ICC)

In accordance to Section 4 (I) of the Sexual Harassment of women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (14 of 2013) and OM dated 21.07.2009 in F.No.11013/3/2009-Esst.(A) issued by the Deptt. of Personnel & Training, Govt. of India, IIIT Kalyani has constituted an **Internal Complaints Committee (ICC)** to inquire into the complaints of sexual harassment of female employees and female students of the institute.

The ICC comprises of the following members:

Presiding Officer	Dr. Dalia Nandi	Assistant Professor, IIIT Kalyani dalia AT iiitkalyani.ac.in
External Member	Dr. Paramita Sengupta	Professor & Head of Community Medicine & Family Medicine, AIIMS Kalyani paramita.cfm AT aiimskalyani.edu.in
Member	Dr. Uma Das	Assistant Professor, IIIT Kalyani uma AT iiitkalyani.ac.in
Member	Dr. Imon Mukherjee	Assistant Professor, IIIT Kalyani imon AT iiitkalyani.ac.in
Member	Dr. Sanjay Chatterji	Assistant Professor, IIIT Kalyani sanjayc AT iiitkalyani.ac.in
Member	Dr. Madhumita Sengupta	Assistant Registrar, IIIT Kalyani madhumita AT iiitkalyani.ac.in
Member	Mr. Md Shamim Rahaman	Technical Assistant, IIIT Kalyani samim AT iiitkalyani.ac.in

## Appellate Authority for Internal Complaints Committee (ICC)

Chairperson (Ex-Officio)	Deputy Registrar	mp AT iiitkalyani.ac.in
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## Who can approach ICC for help?

Any IIIT Kalyani female employee (faculty or staff) / Student

## Definition of Sexual Harassment:

"Sexual harassment" includes such unwelcome sexually determined behaviour, whether directly or otherwise, as:

- ❖ physical contact or advances; or
- ❖ demand or request for sexual favours; or
- ❖ sexually coloured remarks; or
- ❖ showing any pornography; or
- ❖ any other unwelcome physical, verbal or non-verbal conduct of a sexual nature

The following circumstances, among other circumstances if it occurs or is present in relation to or connected with any act or behaviour of sexual harassment may amount to sexual harassment:-

- ❖ Implied or explicit promise of preferential treatment in her employment; or
- ❖ Implied or explicit threat of detrimental treatment in her employment; or
- ❖ Implied or explicit threat about her present or future employment status; or
- ❖ Interference with her work or creating an intimidating or offensive or hostile work or environment for her; or
- ❖ Humiliating treatment likely to affect her health or safety.

**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 mechanism

**If you are harassed, what should you do?**

If you are a victim of sexual harassment or perceive yourself to be, immediately contact (personally or through telephone / written request / e-mail) - any of the committee members. The complaint is kept totally **CONFIDENTIAL**

**Inquiry process:**

- ❖ The inquiry shall be complete within a period of ninety days from the date of the complaint.
- ❖ On completion of the inquiry, the Internal Committee 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 proved, 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 its receipt.

**Useful Reading Materials:**

Sexual Harassment of women at Workplace (Prevention, Prohibition and Redressal) Act and Rules, the 9th December, 2013

- ❖ Notification and Act
- ❖ Rules
- ❖ Office Memorandum, New Delhi, the 21st July, 2009, No. 11013/3/2009-Estt. (A) issued by the Department of Personnel and Training, Govt. of India
- ❖ Handbook on Sexual Harassment of Women at Workplace